

Heronswood Primary School & Pre-School

Job Description: Teaching Assistant Grade 1

The purpose of this post is to support pupils within mainstream education to reach their full potential. The pupils involved may or may not have identified special educational needs (SEN). The post holder will work under the direction of the Head of School, Assistant Head Teachers/ SENCo or class teacher at the school. The role has three broad areas of responsibility. These are:

1. Supporting the pupil

Duties will consist of:

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- To assist pupils in making progress across all subject areas.
- Working with pupils on an individual or group basis as required by the class teacher.
- Assist in offsite visits after negotiation with the Head of School.
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Ensure pupils understand instructions.
- Motivate and encourage pupils to behave well in and around school.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of pupils as required.
- Act as support worker for children with Emotional and Behavioural Difficulties.

2. Supporting the teacher.

- Have access to the planned teaching and learning activities for the class.
- Record pupil progress to inform future planning for coverage of the national curriculum.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.
- Help with reasonable requests for preparation of materials to support teaching and learning.
- Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating
- Under the direction of the class teacher, ensure a safe environment is maintained within the classroom/ school for all pupils.

3. Supporting the school

- Attend training when appropriate and after consultation with the Head of School/Assistant Head teachers/SENCo.
- Be aware of and support all the schools policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.

- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
- Support children at lunchtime.
- After negotiation with the Head of School, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
- Work in the Holiday Club

This job description is not necessarily a comprehensive definition of the post. The Teaching Assistant may be required to undertake such other tasks appropriate to the level of appointment, as the Head of School requires. It may be subject to modification and amendment after consultation with the post holder.

Person specification Grade 1 TA

Essential	Desirable	
Appropriate educational qualification	Evidence of further CPD	A
Experience in working in a school setting	First Aid trained	A/I
Ability to work independently	Team Teach trained	A/I
Ability to use own initiative	Good understanding of the new National curriculum	A/I
Good understanding of safeguarding issues	Safeguarding training undertaken	A/I
Excellent practitioner	Offsite visit trained	A/I/R