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|  | **Job Description** Teaching Assistant |  |

**Name of School:** Greenside Primary School

**Job Title:** Teaching Assistant

**Grade:** SCP 1 pro rata

**Accountable to:** Classroom Teacher

**Purpose of the Role:**

To support the classroom teacher with their responsibility for the development and education of children in school by providing basic supervision and care skills to all children, especially those who have special physical, educational and emotional needs. All the duties outlined are carried out under the direction, control and supervision of the classroom teacher.

**Main Duties:**

1. To attend to pupils personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. To supervise and support pupils, ensuring their safety and access to learning.
3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all pupils.
5. To encourage pupils to interact with others and engage in activities led by the teacher.
6. To encourage pupils to act independently where appropriate and to support pupils to understand instructions.
7. To prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils’ work.
8. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. To undertake pupil record keeping as requested.
10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
11. To gather/report information from/to parents/carers as directed.
12. To provide clerical/administrative support – photocopying, collecting money etc.
13. To support the provision of a broad and balanced curriculum that will meet the requirements of the relevant national and local standards.
14. To support pupils in using basic ICT as directed.
15. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
16. To maintain client confidentiality.
17. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
18. To assist with the supervision of the pupils out of lesson times, including before and after school and at lunchtimes.
19. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
20. If necessary, take responsibility for a group of children during any building evacuation.
21. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
22. To contribute to the overall ethos/work/aims of the school.
23. To appreciate and support the role of other professionals.
24. To attend relevant meetings as required.
25. To participate in training and other learning activities and performance development as required.
26. To work as part of a team, supporting and inspiring confidence in your colleagues.
27. Any other duties commensurate with the grade as directed by your line managers.

***Child Protection***

***Greenside Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

***Appointments are made subject to an Enhanced Criminal Records Disclosure and medical clearance from Leeds City Council's Occupational Health Service.***

***As part of our due diligence and following the statutory guidance in the KCSIE September 2022, Greenside Primary will carry out an online search on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.***