

# Hagley Primary School



## Job Description: Teaching Assistant Grade 2

### Purpose of the Post

- To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

### Confidentiality

Demonstrate commitment and loyalty to the school and to have a high expectation of children's learning. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

### Responsibilities, Duties and Tasks:

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils
- Use specialist skills to foster the intellectual and social development of children
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs
- Undertake those activities necessary to foster the intellectual and social development of children
- Within competence to assist the teacher in the delivery of educational and developmental work programmes
- Monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children
- Assist with classroom/corridor displays
- Ensure that you are familiar with planning before lessons begin
- Assist at lunchtime as a playworker.

You will have easy access to:

- Your Job Description/s
- Details of your pay number, hours worked for each role you have
- Copy of Staff handbook
- Timetable of time spent in the different classrooms where necessary (on provided pro-forma)
- Copies of weekly planning and evaluations of work completed with the children you have worked with (if appropriate)
- Targets set for individual children in IPM's and statements/EHCP's
- Medical information on children you work with in school
- Other relevant information

### General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, encourage and support staff in their development and training
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy
- To provide some first aid cover

### Contacts:

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

**Notes/Guidance:**

- This post is subject to a criminal record check
- The Head Teacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equalities Act
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy
- You should make yourself aware of all school policies and Worcestershire's Guidance on the use of Physical Restraint as well as our current Behaviour Policy.
- Your job description is not a comprehensive definition of the post and you may be required to undertake such tasks as appropriate to the level of your appointment, as the Head Teacher may require.
- You may be asked to attend training activities appropriate to the role you have as a Teaching Assistant.
- This job description may be subject to modification or amendment and will be done so after discussion with you.

**Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**