

Norton Infant School JOB DESCRIPTION

JOB TITLE: Teaching Assistant	
NAME:	GRADE/ SCALE: 5
	Hours:

RESPONSIBLE TO: The Head Teacher

Working under the direction of: Class Teacher, Line Manager, SENCO this post is in regulated activity.

All support staff must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as a support staff at all times. It is the responsibility of every employee in the school to uphold, foster and promote a culture of safeguarding and protecting children.

Job Purpose: Under the direction of the class teacher/SENCO/SLT and Head teacher work as part of a team within school to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special educational needs and disabilities and other identified groups.

Responsible For: No supervisory responsibility.

Responsible for: the post has no line management responsibility

Duties & Responsibilities:

- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential.
- To provide care and support for all pupils to ensure their safety and well-being.
- To provide personal / intimate care as and when required.
- To foster enjoyment, enthusiasm and independence in learning.
- To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
- To assist in the provision of a tidy, welcoming and stimulating environment.
- To assist in the smooth running of the school.
- To undertake Health & Safety checks where necessary

Supporting the Pupil:

- To plan, deliver and implement work programmes to individuals, and groups of pupils under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations

- To assist, the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (Individual support plans), including those for any pupils with Education Health Care Plans.
- To implement specific support programmes for individuals and groups under the direction of the class teacher, the Pastoral Inclusion Lead and Inclusion Manager.
- To participate in the evaluation of the support programme.
- To contribute to the maintenance of pupils' progress records.
- Where necessary to contribute to the moderating and observing of pupils
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage pupils to interact and work co-operatively with others.
- To promote independence, confidence and self-esteem.
- To promote a culture of high expectations for pupils
- To provide feedback to pupils in relation to progress and achievement.

Supporting the Curriculum:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Supported by the class teacher select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

Supporting Teaching and Learning:

- To work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
- To share responsibility with the teacher for the delivery of relevant initiatives within the assigned class.
- To provide regular feedback about the pupils to the teacher.
- To assist in maximising the use of ICT in the learning process under the direction of the class teacher.
- Implement policy and practice for assessing, recording and reporting on pupil achievement in line with school policy.

Supporting the School

- To be aware of, and comply with **all** school policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection etc. Report any and all concerns to an appropriate person.
- To contribute to the overall vision/ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To contribute to reviews of pupils' progress, as appropriate.
- To attend all relevant in-service training.
- To undertake out of school learning activities as required e.g. school visits, swimming lessons etc.
- To carry out break duty supervision in accordance with the rota.
- To administer first aid within school policy and practice, as and when required.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.
- To assist the school's Pastoral Team with pupil pastoral issues.
- Administer and assess routine tests and invigilate exams where relevant
- To carry out any other tasks as reasonably directed by the Head Teacher.

Safeguarding

- To foster a positive culture of safeguarding throughout the school and contribute towards a protective environment
- To Actively commit to improving the culture of safeguarding in the school
- To challenge others in the workplace to make tangible improvements to safeguarding and promote best practice at all times
- To acknowledge and demonstrate that the responsibility for safeguarding is everyone's duty in the school
- To ensure that safeguarding knowledge is up to date at all times.
- To continually promote fundamental British Values in the school

The Postholder's duties must be carried out in compliance with the school's policies and procedures, including child protection procedures and Equal Opportunities Policy, Information Security Policies, code of conduct.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

This job description will be reviewed annually, as part of the school's annual appraisal procedures for support staff, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.

Date Job Description Revised:	By whom:
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Name: _____ (please print)

Signed: _____ (employee) Date: _____

Name: _____ (please print)

Signed: _____ (manager) Date: _____