

KELDMARSH PRIMARY SCHOOL - JOB DESCRIPTION
TEACHING ASSISTANT

Name:

Job Title: **Teaching Assistant – Level 1 Grade 3**

Date:

Responsible to: Headteacher, Inclusion manager, Designated Teachers and SBM

OVERALL RESPONSIBILITY

- To work with a class, providing support for individual pupils or supporting small groups of pupils of any ability and in any curriculum area.
- To provide comprehensive supervision of the pupils during lunch break. To promote a safe, happy and secure environment.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures.

Support & Deliver Learning - Supporting Teachers

1. Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
2. Under guidance from the teacher work, support and complement the teaching by:
 - Preparing practical differentiated resources for lessons such as apparatus or visual aids.
 - Assisting with the preparation of classroom displays, ensuring pupil work is presented in conjunction with teaching points.
 - Supporting in behaviour management and reinforcing agreed rules when working with pupils.
3. Make use of a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
4. Reporting to the teacher progress made, problems arising, and any difficulties with work and/or resources.
5. Arrive in class, on or before the start of the lesson.
6. Setting a good example in terms of personal presentation, attendance and punctuality.

Support & Deliver Learning - Supporting Pupils

1. Under guidance from the teacher:
 - Assist in the promotion of development and learning (physical, emotional and behavioural).
 - Work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.
 - Assist pupils with practical work.
2. Contribute to the Extended Schools programme as indicated within the School Improvement Plan, e.g. by assisting on school outings and various activities.
3. Care for the sick pupils and those suffering minor injury and assist with personal hygiene of children.
4. Respond to individual pupil needs (including some SEN work), e.g. by preparing and using specialist materials to support individual pupils.

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TEACHING ASSISTANT

Lunchtime Supervisor

Principle Accountabilities and Main Duties

- To be part of a team responsible for the safety, welfare and good conduct of the pupils during the midday break.
- To actively supervise pupils in the dining hall, playground areas and school premises during the midday break.
- To set out dining tables and chairs, clean up spillages on both tables and floor areas, clean tables and put away tables and chairs after use. Sweep hall floor and spot mop.
- To maintain good order and discipline in accordance with the school's behaviour policy.
- To establish and maintain good working relationships with pupils, line managers and colleagues
- To ensure that the workplace is a clean and safe environment and comply with food hygiene legislation.
- To ensure registers are available in the event of an emergency situation.
- Ensure the safety of the pupils in line with the school's Child Protection Policy.
- Undertake first aid duties and ensure the recording of injuries and accidents in line with school policies.
- Attend training courses and meetings as directed by the management.
- Any duties and responsibilities appropriate to the grade and level of responsibility of the post.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process.

This job description is subject to amendment from time to time, within the conditions of your Conditions of Employment, as the needs of the school may require - but only to the extent that it is still consistent with those conditions and only after consultation with you.

Signed (Teaching Assistant/ Lunchtime Supervisor) _____

Signed (Head teacher) _____

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