Job Description
Mornington Primary School

1. Title of Post:	Teaching Assistant – Primary

2. Accountable and Responsible to:	Headteacher

3. Grade:	3

4. Main Purpose of the Job:	
1.	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside in the main teaching area, with direct support available from the teacher or senior member of staff.

5. Main Responsibilities of the Job:	
1.	Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2.	Planning and providing practical assistance in relation to identified physical needs.
3.	Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
4.	Establishing a constructive relationship with pupils and interact with them according to individual needs.
5.	Promoting the inclusion and acceptance of all pupils.
6.	Encouraging pupils to interact with others and engage in activities led by the teacher.
7.	Setting challenging and demanding expectations and promote self-esteem and independence.
8.	Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
9	Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work.

10	Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
11	Assisting with the planning of learning activities.
12	Monitoring pupils responses to learning activities and accurately record achievements/progress as directed.
13	Providing detailed and regular feedback to teachers on pupils achievement, progress, barriers to learning etc.
14	Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
15	Establishing constructive relationships with parents/carers.
16	Supporting teaching staff in the carrying out of home visits.
17	Administering routine tests and invigilating exams and undertake routine marking od pupils work.
18	Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.
19	Assisting the teaching staff in the smooth transition between educational phases.
20	Supporting pupils in their learning in all areas of the curriculum.
21	Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
22	Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
23	Supporting the use of ICT in learning activities and developing pupils competence and independence in its use.
24	Supporting pupils and teachers during PE and other practical activities.
25	Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
26	Assisting with the supervision of pupils at break times.
27	Accompanying teaching staff and pupils on visits, trips and out of school activities as requires and taking responsibility for a group under the supervision of the teacher.
28	Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health Safety.
29	Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
30	Contributing to the overall ethos/work/aims of the school.
31	Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
32	Appreciating and supporting the role of other professionals.
33	Attending relevant meeting as required.
34	Participating in training and other learning activities and performance development as required.
35	Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
36	Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Union.
37	To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school policies and procedures.
38	To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
39	To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.