

Priory School
Job Description: Teaching Assistant

Responsible to: Year Leader

Main purpose of the job:

To supplement and extend the teacher's work by supporting and scaffolding pupils learning to improve the progress and attainment of the pupils
To assist the teacher with the management of the class.

Responsibilities:

- Organise and maintain the learning environment under the direction of the class teacher.
- Use knowledge and skills e.g. literacy, numeracy and science, to contribute to pupil learning as directed.
- Assist with personal care of the children.
- Work with small groups or individuals as directed by the Year Leader
- Discuss with the teacher and contribute to classroom planning
- Record pupil activities and achievements as directed.
- Support the teacher by accompanying pupils on off-site activities.
- Work as part of a team to ensure the wellbeing, behaviour and personal development of pupils.
- Maintain confidentiality.
- Understand and assist in interpretation of school policies.
- Comply with safeguarding protocols and demonstrate at all times.

Other Professional Requirements

- To understand and comply with the Support Staff Standards at all times.
- Promote collaborative working amongst the Year Team and Phase staff.
- Actively promote the inclusion of all children into whole school activities.
- Actively seek opportunities for professional development, particularly with respect to children's learning.
- Be aware of and respect all children's religious beliefs and cultures.
- Supervise children with vigilance at break times as part of a rota system.
- Administer basic First Aid and be willing and able to assist children when they are ill and be willing to clear up if a child has any sort of accident e.g. sickness or toileting around the School.
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
- Develop effective, professional working relationships with colleagues
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
- To undertake a 30-minute duty each day.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Keeping Children Safe in Education 2021" and "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

Name:

Signed:

Date: