



Sitwell Infant School

JOB DESCRIPTION

- Post Title:** Teaching Assistant
- Grade:** SCP 4 – 30 hours
- Responsible to:** Working under the direct instruction of the Headteacher, Deputy Headteacher, teaching staff and Higher Level Teaching Assistants

Main Purpose

Contribute to the educational needs and personal, social and emotional development of children, including those with special educational needs. Attend to all children's care and welfare needs. Work under the direction and instruction of teaching staff or Higher Level Teaching Assistants to enable access to learning for all children and provide general support in the management of children within the school environment.

Work under the direction and instruction of the Playground Manager to assist pupils with lunchtime routines in the dining hall and/or play activities in outdoor provision during the lunchtime period.

Duties and Responsibilities

1. Support for children

- (i) Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities.
- (ii) Assist with the development and implementation of individual Education/Behaviour Plans and Personal Care programmes, providing intimate care, where needed.
- (iii) Establish constructive relationships with children, acting as a role model and responding appropriately to individual needs.
- (iv) Promote the inclusion and acceptance of all children.
- (v) Encourage children to interact with others and engage in activities led by the teacher.
- (vi) Assist with the children's personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents.
- (vii) Set challenging and demanding expectations and promote self-esteem and independence.
- (viii) Provide feedback to children in relation to progress and achievements under the guidance of the teacher.

2. Support for the teacher

- (i) To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children's work.
- (ii) Use strategies, in liaison with the teacher, to support children to achieve learning goals.

- (iii) Assist with the planning of learning activities.
- (iv) Monitor children' responses to learning activities and accurately record achievements/progress as directed.
- (v) Provide detailed and regular feedback to teachers on children' achievement, progress, problems etc.
- (vi) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy, and encourage children to take responsibility for their own behaviour.
- (vii) Establish constructive relationships with parents/carers.
- (viii) Administer routine tests and undertake routine marking of children' work.
- (ix) Provide clerical/administrative support e.g. photocopying, typing, filing etc.

3. Support for the curriculum

- (i) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- (ii) Undertake programmes linked to national curriculum and strategies e.g. Early Years, National Curriculum, recording achievements and progress and feeding back to the teacher.
- (iii) Support the use of ICT in learning activities and develop children' competence and independence in its use.
- (iv) Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activities and assist children in their use.

4. Support for the school

- (i) Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- (ii) Be aware of, and support difference and ensure all children have equal access to opportunities to learn and develop.
- (iii) Contribute to the overall ethos and aims of the school.
- (iv) Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers and parents/carers to support the achievement and progress of children.
- (v) Attend relevant meetings as and when required.
- (vi) Participate in training and other learning activities and performance development as required.
- (vii) Assist with the supervision of children out of lesson times including before and after school and during lunchtimes.
- (viii) Accompany teaching staff and children on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher.

General

Postholders will be required to possess at least NVQ Level 2 for Teaching Assistants or equivalent qualifications or experience. Appropriate First Aid training will also be required.

Good numeracy/literacy skills to GCSE grade C+ or equivalent and training in the relevant learning strategies e.g. literacy will be required together with a general understanding of national/foundation stage curriculum and other basic learning

programmes/strategies and a basic understanding of child development and learning. The candidate must possess the skills and aptitude to comply with safeguarding procedures and regulations.