

STANLEY PARK INFANTS' SCHOOL

TEACHING ASSISTANT



JOB DESCRIPTION

Purpose of Job

1. Teaching Assistants will be required to provide support in the classroom as directed by the classteacher.
2. Teaching Assistants will provide support in other parts of the school as directed by the Headteacher or Deputy Headteacher.
3. Teaching Assistants will provide support for children on the Special Needs, Gifted and Talented and/or EAL register under the direction of a member of the Senior Leadership and Management team.

Specific Duties

1. As a teaching assistant
 - a) You will assist the class teacher with the care and well-being of all pupils.
 - b) You will be aware of children who have particular difficulties and be sensitive to their needs. You may be asked to look after a child who is unwell or upset.
2. Your work in the classroom will involve you in the following activities:
 - a) Involvement in the planning, preparation, supervision and assessment of all classroom activities, as specified and directed by the class teacher.
 - b) Assisting the teacher in establishing an appropriate learning environment.
 - c) Involvement in year group planning meetings and attendance at in service training as and when appropriate.
 - d) Attending staff business meetings
 - e) Organising children in activity and small work groups as appropriate
 - f) Supervising small groups of children and/or individuals as they work
 - g) Preparing the classroom and activity areas for daily use
 - h) Ensuring that books and other resources are ready for use
 - i) Maintaining classroom equipment where appropriate
 - j) Undertaking reprographic/administration activities as directed by the classteacher
 - k) Maintaining the class register as and when required
 - l) Supporting the class teacher with classroom and corridor displays
3. Your work with children with special needs will involve you in:
 - a) Responsibility for preparation of materials to follow programmes of support as requested by the SEN Co-ordinator
 - b) Supervising and supporting a group of children as they work through the specialist programme
 - c) Keeping assessment records of children's responses and development and informing the class teacher and SEN Co-ordinator of any achievements or concerns
 - d) Attending meetings to discuss the children's progress with the SEN Co-ordinator and/or parents
 - e) Attend appropriate training as directed by the SEN Co-ordinator and/or for self development

4. As a teaching assistant in KS1 you will undertake a playground supervision duty in line with the school's policy/rota.
5. You should be aware and comply with of school policies and procedures relating to Child Protection, Equal opportunities, Inclusion, Health and Safety, Risk Management, Confidentiality and Data Protection, reporting any concerns to the appropriate designated manager.
6. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
7. Contribute to the overall ethos, aims and work of the school and attend whole school planning meetings as and when requested.
8. Establish good working relationships with all members of the school team, parents and outside support agencies
9. You should be ready to carry out any further duties, as reasonably directed by the Deputy Headteacher/Headteacher.

Signed: _____ Date: _____