

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Reporting to (job title):</b>	<b>Assistant Headteacher</b>
<b>Hours of work:</b>	35 hours per week, TTO + 1 week  Core hours: 35 hrs (5 days, 8.30am-4pm)
<b>Location:</b>	Any trust site, majority of time at Roseacre Primary Academy
<b>Grade:</b>	NJC 6

<b>Main Purpose/Responsibility</b>
<p>To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and to be responsible for some learning activities within the overall teaching plan.</p> <p>To actively support and model the ethos and aims of AtC.</p>

<b>Main Duties</b>
<p>The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.</p> <ul style="list-style-type: none"> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate.</li> <li>• Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour.</li> <li>• Support the teacher in monitoring, assessing and recording pupil progress/activities.</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> <li>• Communicate with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.</li> <li>• Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.</li> <li>• Responsible for the careful and safe use of equipment, such as play and standard ICT equipment.</li> <li>• Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher.</li> <li>• Share information about pupils with other staff, parents/carers, as appropriate.</li> <li>• Understand and support independent learning and inclusion of all pupils as required.</li> <li>• Assist in the development of individual development plans for pupils (APDRs).</li> <li>• Support the work of volunteers and other teaching assistants in the classroom.</li> <li>• Support the use of IT in the curriculum.</li> <li>• Assist with break-time supervision including facilitating games and activities.</li> <li>• Carry out daily lunchtime duty to support the children on the playground and in the dining room.</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities.</li> <li>• Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.</li> </ul>

- Support children's learning through play.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene needs, as required, whilst encouraging independence.
- Carry out general First Aid duties and attend training as required.
- Demonstrate own duties to new or less experienced staff.
- Maintain confidentiality and adhere to safeguarding procedures.
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.
- Ensure staff maintain the minimum standards and code of conduct expected of their role.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.