

## JOB DESCRIPTION

School: The Hill Primary School	Department/Division: Education & Community Services
Post Reference No:	Location:
Job Title: Teaching Assistant	Grade/Salary Range: RG2M SCP 3-5 Gauge Code: K342

### JOB PURPOSE

**LEVEL 1** - To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils or a specific pupil with special needs and provide general support to the teacher in the management of pupils and the classroom.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

### MAIN DUTIES AND RESPONSIBILITIES

#### SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils including specific support for a pupil with special needs, ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

#### SUPPORT FOR THE TEACHER

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

#### SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed

<ul style="list-style-type: none"> <li>• Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use</li> </ul>
<b>SUPPORT FOR THE SCHOOL</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with playground duties</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required</li> <li>• To carry out any appropriate activity instructed by the head teacher</li> </ul>
<b>GATEWAY to SP 5</b>
<ul style="list-style-type: none"> <li>• Performance management objectives consistently being successfully completed</li> <li>• Take responsibility for specific areas of playground/specific activities</li> <li>• Use a range of strategies to maximise the effect of the teacher during whole class teaching.</li> <li>• Able to work flexibly responding to changing workloads</li> <li>• Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes</li> <li>• To begin to deliver learning, care or support predetermined programmes.</li> </ul>

<b>SCOPE OF JOB (Budgetary/Resource control, Impact)</b>
No budgetary or resource implications