



Northgate Primary School
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Teaching Assistant (including one to one support)

Job Description

Purpose of the Job

- To provide learning support for individual and groups of pupils
- To encourage children to become independent learners
- To ensure the safety and welfare of the children
- To support the inclusion of pupils in all aspects of school life

Major Duties and Responsibilities

- To support individual children and groups, under the direction of the class teacher introducing activities and using a range of strategies to support the children in their learning
- To help pupils to access the full curriculum
- To observe pupils' engagement and progress using the systems in place to provide the teacher with feedback on pupil progress
- To help to maintain individual and group records as necessary
- To liaise with and maintain effective working relationships with colleagues, parents and other professionals
- To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside
- To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children
- To promote good pupil behaviour in line with the school behaviour policy and/or individual pupil behaviour plans

Other duties:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection.
- Adhere to the staff code of conduct / staff handbook.
- Undertake performance management, training and other professional development opportunities.
- The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive.
- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The job holder will be expected to seek advice and escalate more complex issues to senior members of staff. The post holder will need to use discretion as to when to escalate.
- The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.