



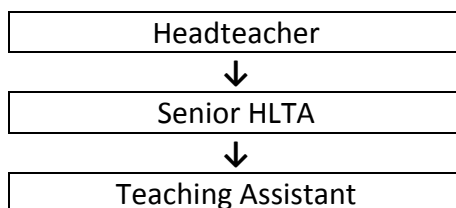
PIRTON HILL PRIMARY SCHOOL

JOB DESCRIPTION

TITLE: Teaching Assistant
SCHOOL: Pirton Hill Primary School
POST NUMBER: PH06
RESPONSIBLE TO: Senior HLTA
GRADE: L3

PURPOSE OF POST: To support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

		%
1.	Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Contribute to the intellectual and social development of pupils and work with individual children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed. Prepare, maintain and deploy appropriate learning aids, materials and equipment.	45
2.	Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.	20
3.	Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.	10

JOB DESCRIPTION

Accepted by: _____ **(signature)** **Name:** _____

Headteacher: _____ **Date:** _____

PRINCIPAL RESPONSIBILITIES:		%
4.	Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed.	5
5.	Under the direction of the SENCO/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils.	5
6.	Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.	5
7.	As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, etc..	5
8.	Contribute to the order and cleanliness of the classroom environment. This may involve tidying the class, cleaning up spills, etc..	5
9.	To undertake any other duties of a similar level and responsibility as may be required in order to help the school effectively meet its various obligations.	

DIMENSIONS:

Supervisory Management: None
Financial Resources: None
Physical Resources: Classroom materials, equipment and resources
Other: N/A

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level could be deployed to support pupils for whom English is an additional language, to support named children with special educational needs (behavioural or medical), or generally.

Physical Effort:

The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment:

There could be a requirement to deal with vomit and bodily fluids when children are unwell.

There will be a requirement to support learning / the smooth running of the school by supervising children in the outside learning environment throughout the year.

JOB DESCRIPTION

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Headteacher: _____ **Date:** _____

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

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Accepted by: _____ (signature) Name: _____

Headteacher: _____ Date: _____

