



MILTON PARK

Primary School

Job Description for Teaching Assistant

Post:	Teaching Assistant (scale 2)
Salary and grade:	NJC Scale 2 (£24,027 - £24,404 FTE)
Hours:	31.25 hours per week, TTO
Responsible to:	Phase Leader

Overall purpose:

To work under the direct instruction of teaching/senior staff:

- to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- to provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils
- to provide routine general clerical, administrative, financial support to the school
- to supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order, keep pupils on task, respond to questions and generally assist pupils to undertake set activities

Key Accountabilities

- 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
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs
- To ensure the safety and wellbeing of all pupils in line with the school's safeguarding policy and KCSIE, reporting all concerns to a DSL using the appropriate means.

KEY RESPONSIBILITIES

Administration

- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms, type letters
- Undertake routine administration e.g. registers/school meals
- Undertake routine financial administration e.g. collect and record dinner/trip money
- Assisting with arrangements for visits for example by school nurse, photographer etc
- Maintain stock and supplies, cataloguing and distributing as required

- Maintain and collate pupil reports
- Operate uniform/snack/other 'shops' within the school as required
- Provide general advice and guidance to staff, pupils and others

Support for pupils

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, giving comfort and care to sick, ill, or distressed pupils
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs and setting high expectations
- Encourage pupils to act independently as appropriate
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement
- Support pupils in accessing learning activities under the guidance of the teacher

Support for the teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Timely and accurate preparation and use of resources/materials as required by staff/curriculum/lesson plans etc
- Ensure the health and safety and good behaviour of pupils at all times
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Support pupils to understand instructions

Support for the school

- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Supervise pupils on visits, trips and out of school activities as required

The school's Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities may be determined in light of the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.