



Job description

Role	Teaching Assistant	Reports to	Class teacher / Phase Leader
Grade	Grade 4 SCP 7-11	Hours of work	
Purpose	To provide general support to the class lead in the management of the unit and key pupils, groups of children and with the class as a whole. To support and supervise children both in about out of the classroom. Under the direct instruction of teaching staff to work with pupils in all learning areas and including off site visits to provide physical / general care and assist with their learning; social, educational and emotional needs; and have a commitment to safeguarding pupils' welfare.		
Scope	Main contacts: pupils, staff, parents, external agencies	Staff responsibilities: No	Financial accountability: None
Accountabilities	<ul style="list-style-type: none"> • Provide for the pupils welfare / personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils and intimate care (changing nappies). • Promote inclusion, act as a role model, be fully aware of individual needs and respond to them; • Encourage pupil interaction and engagement with adult led learning activities; • Liaise and discuss with the class lead as to the planned programmes of work for the session and /or the day • To keep in general dialogue with the class lead as to the pupil's progress and /or perceived difficulties with any given learning objectives.(via completion of the feedback sheet) • Working within key worker groups to track pupil progress and offer next steps as well as maintaining children's Learning Journeys • Prepare and routinely maintain classroom materials / resources / displays, assist pupils in their use, clear up afterwards and display pupils' work; • Support and supervise pupils in lessons in relation to local and national learning strategies e.g. EYFS Framework and Development Matters • Be aware of pupils' challenges (learning problems) and achievements and report to class lead as appropriate; • Support the class lead in managing behaviour, report difficulties, log difficulties as appropriate; • undertake playground supervision and to organise learning opportunities as agreed with the appropriate line manager; • undertake pupil record keeping, gather and report information from and to parents / carers as required; • provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc. • contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required; • undertake any similar duties as required. <p>Individual Children</p> <ul style="list-style-type: none"> • help support children in achieving agreed targets as identified in the Individual Education Plan (IEP); • liaise with the class lead on the IEP according to the child's needs; 		

- under the direction of the class lead / SENCO assist in reviewing the child's progress by keeping appropriate records of what has been achieved and to help determine future targets;
- under the direction of the class lead / SENCO contribute to the development of individual plans, implementing advice from other professionals and attending meetings as necessary;
- help children with the development of social and emotional skills with a view to enabling them to becoming an autonomous learner.;
- work with children individually or in groups as appropriate.

Supervision of Children, including at play and lunchtimes

- assist children in preparing for lunch through washing hands etc.
- following procedures for wet play / lunchtimes;
- monitoring the children's activities prior to, during and after the meal to minimise the risks to themselves and others;
- assisting in the preparation for, and tidying up after other midday / playtime activities for the children;
- take an active part in promoting the values of the school during playtime / lunch hour so that social, emotional and educational learning is promoted;
- ensuring that play / lunchtime provision offers children a variety of stimulating learning through facilitating games, clubs and activities ;
- participate in the range of activities provided; play with and alongside the children to model appropriate behaviours and build relationships
- ensure equality of opportunity and inclusion.

Health, Welfare and Safety

- Ensure policy, in case of an accident or dangerous occurrence, is in practice;
- Assess the seriousness of any given situation, implementing remedial action and summoning senior staff if necessary;
- Act appropriately in an emergency and rendering first aid in accordance with personal training limits;
- Exercise crowd control and removing children from any source of danger;
- Enter incidents in the appropriate school logs.
- Behaviour Management
- Identify and celebrating when children are being good and following school codes of conduct;
- Ensure equality of opportunity, race equality and inclusion;
- Engage in preventative strategies to minimise negative behaviour;
- Follow school policy on racist behaviour including reporting any such behaviour in writing to the headteacher;
- Implement appropriate and agreed rewards and sanctions;
- Record incidents whether they are to be celebrated or sanctioned.

General Responsibilities

- To follow all school policies and practice, as appropriate, in relation to the school's direction as set out in the School Improvement Plan;
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To follow the school ethos in regarding the role as a learning role where all staff members are learners and all pupils learn at all times, socially, emotionally and educationally;
- To promote good learning behaviour and good social behaviour according to school policy
- To undertake training and appraisal as part of professional development;
- To meet with the agreed line manager on a regular basis.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

Personal Attributes	<ul style="list-style-type: none"> • Early Years Level 3 • NVQ Level 2 or equivalent in English and Maths • Experience of working with children with challenging behaviour or special needs is desirable' • Knowledge of the school curriculum, especially the Early Years Framework and Development Matters • Good questioning skills • Good observation and assessment skills • Knowledge of the standard of work expected from pupils • Understanding of open-ended questioning and investigative work • Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale • Excellent communication skills and interpersonal skills • Ability to work within a team working environment and also able to work independently. • Confidentiality at all times • Calm under pressure, adaptable and energetic • A caring and positive attitude, a good listener and sensitive to pupils needs • A sense of responsibility • Positive behaviour management • Flexibility and use of initiative is very important • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)
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Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder