Job Description

TEACHING ASSISTANT Grade 2	School: North Wheatley C of E Primary

Job 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, alongside a teacher/senior member of staff.

North Wheatley CofE Primary

Key Responsibilities

1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary
2. Providing support for students with emotional, social and behavioural problems
3. Providing practical assistance in relation to other identified physical needs
4. Supervising and supporting pupils ensuring their safety and access to learning and play
5. Working to establish a supportive relationship with the children and parents/carers and families concerned
6. Promoting the inclusion and acceptance of all pupils
7. Encouraging pupils to interact with others and engage in activities led by the teacher
8. Encouraging pupils to act independently as appropriate
9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed
11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
12. Gathering/reporting information from/to parents/carers as directed
13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies
14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money
15. Supporting pupils in their learning in all areas of the curriculum
16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
17. Supporting pupils and teacher during PE and other practical activities
18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use
19. Assisting with the supervision of pupils at break times
20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required

General Responsibilities

21. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

23. Contribute to the overall ethos/work/aims of the school
24. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
25. Appreciate and support the role of other professionals
26. Attend relevant meetings as required
27. Participate in training and other learning activities and performance development as required
28. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
29. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
30. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
31. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
32. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement