

# *South Avenue Primary School*

FULSTON MANOR ACADEMIES TRUST



**Vacancy:** Teaching Assistant

**RESPONSIBLE TO:** Head of School

The successful candidate will carry out the duties of a class-based teaching assistant, working under the direction of the class teacher, supporting the whole class, groups or individual children as required. The successful candidate will also provide support at lunchtime.

## **Job Role:**

### **Contribute to the management of pupil behaviour**

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Special Educational Needs to the class teacher
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

### **Establish and maintain relationships with individuals and groups**

- Establish relationships with individuals
- Establish relationships with groups

### **Support children during learning activities**

- Provide support for learning activities
- Obtaining equipment
- Providing help with learning tasks
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging children to take responsibility for their own learning and promoting development of self-esteem

### **Review and develop own professional practice**

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

### **Assist in preparing learning environment**

- Prepare resources and materials as required.
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

### **Contribute to maintaining pupil records**

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

### **Observe and report on pupil performance**

- Use knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

### **Contribute to planning of learning activities**

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working

- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

#### **Promote social and emotional development of children**

- Support children in developing appropriate relationships
- Help to develop self-esteem of children and employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise
- Along with other members of the team, help to resolve difficulties between children amicably and with regard to school policies

#### **Support maintenance of pupil safety**

- Demonstrate awareness of symptoms associated with minor health problems and respond appropriately, for example with regard to asthma, allergies etc.
- Have full knowledge of Health and Safety policy
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

#### **Contribute to health and wellbeing of children**

- Use strategies for assisting children to settle into new settings.
- Recognise signs of distress and offer reassurance

#### **Support use of ICT in the classroom**

- Knowledge of the sorts of equipment available in school and where to find them
- Use procedure for reporting technical faults
- Use procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

#### **Help children to develop literacy and numeracy skills**

- Knowledge of school's policies for literacy and Numeracy
- Working with individuals and groups on number or literacy tasks

#### **Provide literacy/numeracy support to allow access to curriculum**

- Apply knowledge of intervention strategies to support children with literacy and numeracy difficulties
- Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

#### **Liaison with other team members and parents in a professional manner**

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of children; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Headteacher
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers
- Contributing effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about children to relevant people in the school

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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