



BALFOUR INFANT SCHOOL

JOB TITLE: Teaching Assistant

RESPONSIBLE TO: Headteacher, Acting on behalf of the Governors

Main Purpose:

To work under the direction of the class teacher to support the learning and welfare of all pupils, accelerating progress and raising attainment. The role may involve working with pupils with an EHCP or additional needs across EYFS and Key Stage 1.

Specific Responsibilities:

1. To promote the safety and well-being of pupils and help to safeguarding pupils well-being by following the requirements of KCSIE and the school's Child Protection and safeguarding Policies
2. Working with groups and individual children as directed.
3. To regularly liaise with the class teacher
4. Organise and manage the teaching space and resources to help maintain a stimulating and safe learning environment
5. To be familiar with and understand planning in order to resource and deliver learning
6. To prepare differentiated work/materials for pupil use under the direction of the teacher
7. To follow a programme of work in order to support and extend children's learning
8. To undertake assessment tasks as outlined by the class teacher
9. To feedback on all learning to the class teacher
10. To support children to settle in the morning when they come in school
11. Helping the children with dressing and undressing, if required
12. To support behaviour for learning in line with school policies
13. To liaise with parents/carers if required
14. To carry out First Aid duties on a rota basis, if required
15. To assist pupils, where required, with their toileting in the event of an accident
16. To support the pupil with their social and emotional needs escalating concerns where appropriate
17. Under the direction of the class teacher to be aware of any additional needs a pupil may have
18. To engage with planned professional development
19. To keep up to date with school communication system such as emails and the electronic calendar
20. To maintain high standards of conduct, both inside and outside of school, having regards to the well-being and consideration for others.
21. To uphold the school's principles and policies which underpin good practice and high standards

Additional Notes:

This job description provides an overview of the general nature and level of responsibilities associated with the role. It is not an exhaustive list of all tasks the postholder may be required to carry out. Additional duties may be assigned by the headteacher or line manager as appropriate.

This document will be reviewed at the end of the academic year, or sooner if necessary. Amendments may be made after consultation.