



## **BRUNSWICK HOUSE PRIMARY SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** Teaching Assistant

#### **1. PURPOSE OF JOB**

- To work alongside the staff team in providing a safe, caring and stimulating learning environment for all children.
- To provide support and challenge for children in the setting, enhancing children's academic and social development
- Actively promote positive behaviour and equal opportunities.

#### **2. PRINCIPAL ACCOUNTABILITIES**

- Support positive relationships with parents / carers to ensure active engagement in pupils' education and development is promoted.
- Support the work of the teachers to ensure that children have access to a stimulating curriculum that enables children to achieve their potential
- Carry out regular assessments to ensure children's progress, contributing to team discussions as required.
- Undertake day to day duties to ensure high standards of care, cleanliness and hygiene are maintained.
- Adhere to the school's policies and procedures to ensure that high standards are maintained at all times
- Act as a positive role model for the children
- Be able to encourage and motivate pupils and be able to respond appropriately to ensure their needs are met.
- Adhere to policies and procedures relating to child protection, health, safety, security and confidentiality.

#### **3. NECESSARY SKILLS/EXPERIENCE**

- Good standard of general education: English and maths GCSE Grade 'C' or equivalent and NVQ level 3 or equivalent.
- 2 years' experience as a teaching assistant in a primary school setting
- Confident with modern technology and able to undertake some routine clerical duties.

#### **4. SCOPE FOR IMPACT**

Support staff make a strong contribution to children's learning and achievement and provide important support to the phase leaders and other members of each year group.

The post holder will be expected to help set up displays and activity areas under the direction of the class teachers to help to create a stimulating environment in order to enhance the children's social, education and development.

The post holder will be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

#### **5. JOB CONTEXT**

Teaching Assistants will be expected to work effectively with individual children and/or small groups under the direction and supervision of the class teachers. They will also be expected to work as part of the phase team and contribute to plans to ensure the year group meets its aims. The post-holder will be part of this team and be expected to contribute to the high professional standards expected.

The post may also involve close guidance and supervision and they must work within the relevant policies, codes of practice and legislation reporting any concerns to the Designated Safeguarding Leader.

The post holder must be able to understand information, advise and liaise with others accordingly whilst being receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.