

SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION – TEACHING ASSISTANT

Main purpose:

To provide support to teachers in order to raise children's achievement and attainment in all areas.

Key Responsibilities:

- To demonstrate and promote the high expectations, positive values, attitudes and behaviour you expect from pupils you work with.
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Prepare classrooms and clear afterwards and assist with the display of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, record keeping.
- Administer and mark routine tests as required.
- Liaise with parents, carers and other agencies under the direction of a teacher.
- Assist with the development and implementation of individual education plans and personal care programmes as required.
- When required, supervise whole classes during the short term absence of a teacher e.g. up to half a day.
- Within an agreed system with teacher/SENCO, follow schemes, plan, deliver and evaluate programmes of work for groups of pupils that meet teaching and learning objectives.
- A willingness to be involved in extra-curricular opportunities and residential trips, as requested.
- To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme.
- To monitor pupils' participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn.
- To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
- To support teachers in evaluating pupils' progress through a range of assessment activities.
- To contribute to maintaining and analysing records of pupils' progress
- To improve own practice, including through observation, evaluation and discussion with colleagues
- Assist with the planning and delivery of learning activities.
- To support children at play times/lunch times through structured play opportunities
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.

Equalities:

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health and Safety:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection; and report all concerns to an appropriate person. Strict confidentiality must be maintained at all times.

Supervision:

The job holder is managed by a member of the school’s senior management team and their class teacher. The frequency of meetings is determined by the school’s performance management policies and practice.

Knowledge, Experience and Training:

- Experience of working with, or caring for children of the relevant age.
- Good numeracy and literacy skills (GCSE Grade C or equivalent)
- First Aid qualification
- Ability to use modern technology, including photocopier, recording equipment and computer.
- Ability to work in a team.
- Ability to follow advice given.
- Willingness to work on own initiative.
- Have and maintain a good rapport with children
- Show flexibility and patience.
- Have high standards and expectations of children.

Competencies:

Refer to:

- Kent Competency Document
- Ways 2 Success Document

Disclosure and Barring Service (DBS)

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure is essential for this post.

Additional Information:

The job holder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school’s policies and practice.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed.....post holder Date.....

Signedheadteacher Date.....