

# Fairview Community Primary School

## Job Description

<b>Job Title :</b>	<b>Teaching Assistant</b>
<b>Post Holder:</b>	
<b>Responsible to :</b>	<b>Assistant Head Teacher Inclusion</b>
<b>Salary :</b>	<b>D2 (12 – 21) (38 weeks)</b>

### **Purpose**

To support teaching and learning for all pupils in our school (either individually or in small groups) as directed by the AHT Inclusion and/or class teachers

To support the school in safeguarding and promoting the welfare of children

To contribute positively to the wider life of Fairview Community Primary School

To contribute appropriately to the implementation of all agreed school policies

### **Areas of Responsibility**

#### ***Support for children***

1. To enhance the learning of all pupils in our school whatever their learning needs; by supporting the teaching staff in enabling pupils to gain independence, participate fully in the curriculum and general life of the school and attain their personal targets and potential
2. To supervise the activities of groups of children or individual children in order to facilitate their educational and social development, develop a supportive and caring relationship and ensure their safety
3. To provide care, attend to children's personal needs and undertake duties necessary to meet the physical, emotional and educational requirements of individual or groups of children
4. To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other areas within the school premises

#### ***Support for teachers***

1. To develop a mutually supportive relationship with all teaching staff. Work with teachers to develop an exciting learning environment, differentiated and accessible resources and strategies which promote good learning and good behaviour in the classroom and around the school
2. To assist the teacher in observing, monitoring and maintaining records of children's progress in order to ensure accurate documentation of all interventions with the children
3. To work with the teachers and AHT Inclusion to develop, deliver and review individual pupils learning programmes

4. To prepare display and teaching materials under the direction of the class teacher and help to maintain, repair and store them
5. To assist the teacher with the preparation (and clearing away) of the classroom to ensure effective and efficient teaching
6. To undertake tasks as detailed in Appendix 1

### ***Support for the curriculum***

1. To support the delivery of the National Curriculum including the Literacy and Numeracy Strategies under the guidance of the class teacher and the relevant Key Stage Leader
2. To assist in the delivery of educational work programmes by undertaking small group and/or individual predetermined learning activities, such as reading, listening to children read and stimulating learning through play etc., in order to further the educational development of children

### ***Support for the school***

1. To work as part of a flexible and supportive team to promote the primary school's positive ethos where children are highly valued members of our school community
2. To undertake relevant training to enhance professional development and use the knowledge to benefit the school in line with the priorities identified by the school's improvement plans for development
3. To attend regular TA meetings to develop and disseminate good practice.
4. To assist in the supervision of children inside and outside the classroom including in the playground and on the field
5. To observe children as individuals and in groups and monitor and report back to teaching staff on problems, progress and possible developmental needs utilising specialist knowledge and experience
6. To prepare and use computers and other equipment and to help in the preparation of teaching and learning resources
7. To assist and provide support to staff
8. To be flexible and undertake other duties as requested by the Leadership Team as appropriate to the changing needs of the school

### ***Authorised to***

1. Act as a Cover Supervisor in line with school protocol
2. Provide simple first aid to children
3. Have access to child assessment records, SEN files and data as part of the duties described above, following the school's guidelines with regard to confidentiality

### **Entitlement**

#### ***Induction, training and professional support***

1. To receive new staff induction training in line with the school's policy as appropriate.
2. To receive support and development via the agreed Performance Management policy.

3. To receive appropriate training, as applicable, for all duties which are required within this job description
4. To receive the support of the AHT Inclusion as line manager and to work as a valued part of our whole school team

**Person Specification**

1. Suitability to work with children
2. Relevant/suitable qualification (Maths and English GCSE or equivalent; Level 2 qualification in Supporting Teaching and Learning in Schools)
3. Excellent interpersonal skills
4. Previous experience of working with children in an educational setting
5. Has an understanding of positive Behaviour Management and discipline
6. Demonstrates commitment to partnership with parents
7. Commitment to continued professional development
8. Able to cope with change and working with different age ranges within the primary phase
9. Is flexible and willing
10. Has a good record of attendance and punctuality
11. Has a calm and organised approach and supports a secure learning environment for all children
12. Tact and diplomacy

.....	<b>Teaching Assistant</b>	..... <b>Date</b>
.....	<b>Class Teacher</b>	..... <b>Date</b>
.....	<b>Assistant Head Teacher Inclusion</b>	..... <b>Date</b>
.....	<b>Head Teacher</b>	..... <b>Date</b>

## **Appendix 1**

1. Bulk photocopying
2. Wordprocessing, copying and distributing bulk communications to parents and pupils
3. Producing class lists on the basis of information provided by teachers
4. Keeping and filing records, including records based on data supplied by teachers
5. Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers
6. Collating pupil reports
7. Administration of public and internal examinations
8. Setting up ICT equipment and software
9. Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same
10. Contribute towards the coordination and submission of bids
11. Transferring manual data about pupils into computerised school management systems