

# Garlinge Primary School and Nursery

## JOB DESCRIPTION

Job Title:	<b>Teaching Assistant</b>
Reports to:	<b>Assistant Headteacher</b>

### **Purpose of Job:**

- To assist class teachers with the education, supervision and welfare of pupils to ensure they attain the targets set.
- To deliver interventions to groups of specified pupils or individuals as outlined on Provision Plans in order to support them with their learning and raise levels of achievement and attainment.
- To carry out Provision Plans and personalised plans for individuals and liaise where appropriate with outside agencies to support the needs of a child.

### **Principal Accountabilities:**

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment, resources and materials are set out on time and as per instructions received.
- Support pupils in accessing learning activities ensuring health and safety and good behaviour of pupils.
- Be aware of and support differences to ensure all pupils have access to opportunities to learn and develop.
- Establish a supportive relationship with pupils and help them to develop self-esteem.
- Support pupils' learning and behaviour in class under the direction of the class teacher.
- Work unsupervised with pupils and support the delivery of aspects of the curriculum.
- Develop pupils' use and understanding of language structures and vocabulary.
- Help pupils to learn as effectively and independently as possible, both in group situations and on their own.
- Assist with pupils at the beginning and end of sessions and on educational trips as required.
- Display pupils' work and ensure that learning and curriculum resources are kept tidy and in good order.
- Implement and promote the school's Equalities Policy at all times and to value diversity.
- Meet pupils' physical needs, while encouraging independence.
- Support pupils' social interaction and to develop their social skills during break times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure the wellbeing of all pupils.
- Contribute to the overall work and aims of the school, and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Provide Lunchtime cover when required.

### **To support the teachers including the following:**

- Contribute to the plan/do/review process of interventions for pupils with guidance of the class teacher and other professionals, when required.
- Report back to the class teacher on the progress of pupils and keep brief written records as necessary.
- Liaise with parents as directed by the teachers to foster good links between home and school e.g. home-school contact books.

**To support the curriculum, including the following:**

- Support pupils' work in any curricular area under the guidance of the class teacher.
- Make and prepare differentiated activities and materials to support pupils' learning across the curriculum under the guidance of the teacher.
- Regularly update pupils' resources.

**General:**

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager/Headteacher.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**

**SIGNED .....**

**DATE .....**