

“Love to learn to live life better”

Hornbeam Primary School

**Job Description – Teaching Assistant with Sport Assistant Responsibility**

**TA position – KR3**

Purpose of the job

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and guidance of the classroom teacher.

To support the PE co-ordinator in providing a range of after school sporting clubs and manage, organise and lead the after school clubs and sporting fixtures.

**Key Duties and responsibilities**

* Work with individuals or small groups of pupils in the classroom under guidance of teaching staff and feedback to the teacher
* Support pupils to understand instructions, support independent learning and inclusion of all pupils
* Support the teacher in behaviour management and keeping pupils on task
* Prepare and clear up learning environment and resources including photocopying, filing and the display and presentation of pupil’s work and contribute to maintaining a safe environment.
* Administer basic first aid
* Attend appropriate in-service training
* Maintain confidentiality and discretion in relation to information about children and school life and show regard to the school’s Child Protection Policy.
* Attend Teaching Assistant Meetings
* To work with teachers providing specialist support with pupils requiring 1:1 support, if required.

Teaching Assistants **MAY** also undertake **SOME or ALL** of the following:

* Establish and maintain relationships with families, carers and other adults e.g. speech therapists.
* Escort and supervise pupils on educational and out of school activities including after school clubs
* Guide and support pupils in their personal, emotional and social development
* Supervise individuals and groups of pupils throughout the day including supervision in the classroom, playground and dining areas (when required)
* Be involved in planning, organising and implementing personalised plans and, when required, to attend reviews.
* Work with pupils not working to the normal timetable
* Administer medication in accordance with an agreed plan under the direction of healthcare practitioner and following appropriate training
* Undertake moving and handling as required.
* When needed, attend to pupils personal needs including toileting, hygiene, dressing, eating, hoisting, as well as help with social, welfare and health matters reporting problems to the teacher as appropriate – Training will be given
* Physically assist pupils in activities (may involve lifting and hoisting where mobility is an issue) – Training will be given
* Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.
* Be trained as a lifeguard for the Hornbeam swimming pool.

**If working with a child with additional and/or complex needs (1:1 support)**

* Provide learning activities for individuals under the professional direction of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the allocated pupil.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
* Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

**Sports Assistant Duties and Responsibilities**

* Prepare and deliver four school sports clubs each week, working in conjunction with the PE coordinator to ensure clubs offer a good range of opportunities for all pupils.
* To ensure the school’s sports teams receive good quality coaching.
* To promote inter school sports competitions
* To organise fixtures, team selection, and kit for inter school sports competitions.
* To be responsible for organising parental permissions, risk assessments and transport arrangements for sporting events at other venues.
* To coordinate volunteer helpers at sporting events and clubs, ensuring all adults are appropriately safeguarded in line with the school’s Child Protection Policy.

Typical Work Pattern

08:15am – 5:00pm (subject to negotiated changes)