

Teaching Assistant – Foundation Stage

Kingswood Primary School

Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the Head of School, SENDCO and class teachers
2. Assist in the implementation of provision maps for students and help monitor their progress
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills
7. Support groups of early years students, and record achievements along side the class teacher
8. To be a supportive part of the team for all children; all ability levels and medical needs.

Administrative duties

1. Prepare and present displays of students' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Record and document children's achievements and document with notes and photos alongside the teacher
4. Undertake other duties from time to time as the Head of School requires

Standards and quality assurance

1. Support the aims and ethos of the school, including vision and values
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Undertake professional duties that may be reasonably assigned by the Head of School
5. Be proactive in matters relating to health and safety

Playtimes

- 1.** To undertake play ground duties, leading games and activities
- 2.** To follow agreed rules and sanctions
- 3.** To refer any behaviour issues to a teacher or Head of School

Other duties and responsibilities

Any other duties as set out by the class teacher or Head of School