



BLEAN PRIMARY SCHOOL

JOB DESCRIPTION – TEACHING ASSISTANT

Job Title: Teaching Assistant – Level 1 Grade KS3

Reports to: Class Teacher for day to day supervision and instruction
Inclusion Manager – who will oversee appropriate deployment
Headteacher – who has overall responsibility for the School.

Job Holder's Name:

Date:

1. PURPOSE OF JOB

Central to the whole principle of inclusion, in partnership with teachers and the Inclusion Manager, support pupils who have learning, sensory, medical, physical, emotional, behavioural, social or personal care barriers to learning; in order that children make at least good progress and achieve their targets.

2. PRINCIPAL ACCOUNTABILITIES

- Fulfil the expectations outlined in the Blean Teaching Assistant Standards.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Prepare materials and support the Class Teacher in planning and delivering agreed programmes, with individuals and small groups of children, working closely under the guidance of the Class Teacher/Inclusion Manager.
- Assist teachers in setting down clear guidelines for establishing good behaviour; In line with the Blean Behaviour Policy and where appropriate individual behaviour plans and support children positively to adhere to these.
- Provide clerical/admin support (e.g. typing, photocopying, display, etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher to deliver the specific learning programmes set for each child.
- Undertake supervision of children during recreational sessions and act as a play leader or a facilitator for group social skills or clubs and support named children who have difficulties during unstructured times, as appropriate.
- Undertake the role of first aider.
- 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 pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

3. NECESSARY EXPERIENCE

- Good standard of general education (GCSE English and Maths at grade C or equivalent) together with good spoken English.
- Previous experience of working with children.
- An understanding and experience of working with pupils with SEND.
- Use basic technology (ipad, computer, video camera, photocopier). Good working knowledge of Microsoft Office.
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

4. SCOPE FOR IMPACT

Support staff in schools make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Teaching Assistants contribute to pupils' learning and will have a significant impact on pupils' achievement.

5. JOB CONTEXT

Teaching Assistants will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

6. ORGANISATION (not line management responsibility)

Headteacher

Inclusion Manager

Class Teacher

Teaching Assistant