PRINCIPLE DUTIES AND RESPONSIBILITIES

We are looking for a Teaching Assistant to fulfil the following roles:

1. To work as a general TA to support classroom teaching and learning
2. To work with and support an identified pupil in Year 6 with medical needs, who has an EHCP
3. To supervise lunchtimes.

More specifically:-

SPECIFIC DUTIES

Supporting pupils

1. Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring/Medical Plans and Personal Care Programmes.

2. Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.

3. Establish constructive relationships with pupils and interact with them according to individual needs.

4. Promote the inclusion and acceptance of all pupils.

5. Encourage pupils to interact and work co-operatively with others, and engage in learning activities.

6. Set challenging and demanding expectations for pupils, and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher and the school's marking policy.

Supporting teachers

1. To assist with the planning of learning activities.

2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

3. Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.

4. Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.

5. Monitor pupils' responses to learning activities and accurately record achievements/progress as directed.

6. Establish constructive relationships with parents/carers.

7. Provide detailed and regular feedback to teachers on pupil achievement, progress, problems, etc.

8. Maintain records as requested.

9. Administer routine tests, invigilate exams and undertake routine marking of pupils' work, accurately recording achievement/progress.

10. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

11. Provide general clerical/admin support e.g. administer coursework, produce work sheets for agreed activities, photocopying, typing, filing, etc.

12. Carry out cover for PPA time.

Supporting the curriculum

1. Support pupils in understanding instruction.

2. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

3. Undertake programmes linked to school, local and national learning strategies e.g. aspects of literacy and numeracy as directed by the teachers.

4. Support pupils in using ICT and develop pupils' competence and independence in its use.

5. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activities and assist pupils in their use.

6. Monitor and arrange stock and supplies, cataloguing as required.

Supporting lunchtimes

1. Supervise and help the children to eat their lunches.

2. Maintain calm discipline according to the rules of the school set out in the behaviour policy.

3. Interact with the children and organise games and activities during lunchtimes inc. wet lunchtimes.

4. Assist in clearing the hall, cloakrooms, and the classrooms after wet lunchtimes.

5. Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books.

6. Monitor the playground; watching poor behaviour, possible bullying, isolated children and people arriving and leaving the site.

7. Liaise with senior members of staff regarding issues arising and possible courses of action.

Supporting the school
At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the vision, values and ethos of the school and participate in a team approach to all aspects of school life.

2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

5. To assist with general school duties which may include:
    a. Setting up classrooms, preparing resources and displays and tidying and clearing away
    b. Supervision of children during playtimes
    c. Supervision of children entering and leaving school premises

Other duties
The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.