



## Job Description

<b>Post Title:</b>	<b>Teaching Assistant</b>
<b>Grade/Scale:</b>	<b>Grade 2 SCP 15-17</b>
<b>Salary:</b>	<b>£17,972 - £18,672 pro rata to hours and weeks worked</b>
<b>Contract:</b>	<b>Fixed Term until July 2020</b>
<b>Hours of work:</b>	<b>8.30 am- 11.45am and 12.30pm – 4pm, term time only</b>
<b>Responsible to:</b>	<b>Nursery Teacher</b>
<b>Line Manager:</b>	<b>Early Years Foundation Stage Leader</b>

### **Purpose of Job:**

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

### **Principal Responsibilities**

Providing support for children, teachers and the whole school as outlined below:

### **Main Duties**

#### Support for the Teacher

- assist in the preparation and reproduction of learning materials and the management of resources
- assist in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment
- oversee the care and cleanliness of the teaching environment, equipment, apparatus and materials
- assist in the preparation of display materials and the copying and duplication of teaching materials
- supporting teaching staff or senior colleagues with routine administration ie. filing reports, distributing leaflets and reports
- Contributing to the assessment of children's progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example, contributing evidence to the planning and production of IEP).

### Support for the Child/ren

- Supervise the use of equipment as required to maintain children's needs and support their participation in learning tasks and activities
- assist in ensuring that the length of time spent on tasks and activities is consistent with the individual children's needs and according to instructions
- assist individual children or small groups of children in classroom activities under the specific direction of the teacher and/or other support staff
- Maintain awareness of children's needs and targets
- Have a level of understanding of SEN, as determined by the SEN Code of Practice

### Support for the School

- assist in maintaining a safe environment for children and staff
- accompany teachers and classes on educational visits as required
- assist in the supervision of children during the day and in the playgrounds/school grounds as required
- assist in ensuring that children adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used
- contribute to preparing children's reports as appropriate
- liaise with parents and other parties as required

### General Requirements

- attend and participate in training and development activities as required
- participate in professional development and review
- be an effective role model for the standards of behaviour expected of children
- have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority

### Professional Values and Practices

- have high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement
- treat children consistently with respect and consideration and being concerned with their development as learners
- use behaviour management strategies which contribute to a purposeful learning environment in line with the school's policy and procedures
- work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- reflect upon and seeking to improve personal practice
- work within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
- recognise equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures
- build and maintain successful relationships with children, parents/carers and staff
- engage in relevant Safeguarding Training and following school procedures at all times

**The Post holder must:**

1. Act in compliance with data protection principles in respecting the privacy of personal information held by the council.
2. Comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.
3. Carry out their duties with full regard to the Council's Equal Opportunities Policy, Safeguarding Policy and all other Council Policies.
4. Comply with the Council Health and Safety rules and regulations and with Health and Safety legislation.