



Diamond Hall Infant Academy, Well Street, Sunderland SR4 6JF
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Head Teacher: Mrs S Collingwood

DIAMOND HALL INFANT ACADEMY JOB DESCRIPTION

Position: **Teaching Assistant**
Location: Diamond Hall Infant Academy
Hours: 37 Hours per Week – Term Time Only (39 Weeks)
Salary: **SCP 4-5** £18426 to £ 18795 (pro rata £15,573 to £15,885 per annum)
Term: **Permanent position.**

Purpose of Job:

- To support and assist teachers, parents and children as part of a professional team to contribute to raising standards of children's 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

- To provide support for children / teachers and the whole school. Specifically to work within Nursery supporting the engagement of groups of children/ individual children in their learning .To support children with additional needs as appropriate.

Main Duties

Support for the Teacher

- To assist in the preparation and reproduction of learning materials and the management of resources.
- To assist in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- To oversee the care and cleanliness of the Nursery environment, equipment, apparatus and materials.
- To support teaching staff or senior colleagues with routine administration ie. filing reports, distributing leaflets and reports
- To contribute 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 EYFS/KS1 planning and production of Support Plans).

Support for the Child

- To plan and resource areas of provision within the Year Group environment/Nursery.
- To observe, reflect and evaluate on learning seen.
- To contribute to learning profiles of children.
- To interact with children to support and further learning.
- To use appropriate strategies to support children in language development .
- To interact and facilitate good quality play .
- To support children to carry out programmes/activities set by teaching staff.
- To interact with children in regard to learning objectives.
- To support all children in achieving the best possible outcomes.
- To maintaining awareness of children's needs and targets.

- To assist in the provision of activities for the fullest development of the children which may involve work outside the Nursery/school base and in the local community.
- To undertake duties in connection with personal hygiene and welfare of children as directed by the teaching staff.
- To apply a good level of understanding of SEN, as determined by the SEN Code of Practice.

Support for the School

- To assist in maintaining a safe environment for children and staff.
- To accompany teachers and classes on educational visits as required.
- To assist in the supervision of children during the day and in the outside learning environment/playgrounds/school grounds as required.
- To 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.
- To contribute to preparing reports on children as appropriate.
- To liaise with parents and other parties as required.
- Contributing to the whole School's Self Evaluation process.

General Requirements

- To attend and participate in training and development activities as required.
- To participate in professional development and review.
- To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- To be an effective role model for the standards of behaviour expected of children .
- To have due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and the policies of the Academy and governing body.

Professional Values and Practices

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

The postholder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The postholder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy and all other Academy Policies.

The postholder must comply with the Academy Health and Safety rules and regulations and with Health and Safety legislation.

Name of Author: Mrs S Collingwood
Date: September 2020