Deanery C.E. Primary School

JOB DESCRIPTION TEACHING ASSISTANT (Level 3)

NAME:

Roles and responsibilities include all points within:

- **Teaching Assistant Standards (See references below)**

Purpose of job

To support teaching staff and all colleagues in the development and education of pupils including the provision of specialist skills as appropriate.

Duties and Responsibilities

Part 1 – Core Standards

1.1 Support of pupils

1. Support the activities of individual or groups of children. (Ref 1)
2. Establish and maintain positive relationships with individual pupils and groups. (Ref 4, 20)
3. Support pupils during all learning activities. (Ref 18)
4. Promote and support pupils' development, including social and emotional development. (Ref 2)
5. Contribute to the health and well being of pupils, including keeping them safe. (Ref 3)
6. Provide support and contribute to Individual Education Plans, as appropriate, for children with specific needs, e.g. physical impairment, behavioural, emotional etc.
7. Provide support for bilingual/multilingual pupils as appropriate. (Ref 11, 35, 36)
8. Support children with special needs and disabilities. (Ref 12)
    - Sensory and/or physical impairment.
    - Cognition or learning difficulties
    - Behaviour, emotional and social development needs
    - Communication and interaction difficulties
9. Support and promote pupils with literacy and numeracy skills and development to enable access to the wider curriculum. (Ref 6, 25,26, 33)
10. Support pupils to access the curriculum, including ICT. (Ref 8)
11. Support children's play and learning. (Ref 10)
12. Support individuals during therapy sessions as appropriate. (Ref 14)
13. Support children's play. (Ref 15)
14. Observe and promote pupil performance and development. (Ref 29)
15. Contribute to assessment for learning. (Ref 30)

16. Promote the transfer of learning from outdoor experiences. (Ref 32)
17. To support gifted and talented pupils. (Ref 34)

1.2 Support for the teacher(s)

1. Observe and report on pupil performance. (Ref 9)
2. Contribute to the planning and evaluation of teaching and learning activities. (Ref 24)
3. Assist in preparing and maintaining the learning environment.
4. Contribute to the management of pupils' behaviour. (Ref 19)
5. Contribute to maintaining pupil records. (Ref 9)
6. Support the maintenance of pupil safety and security. (Ref 3)
7. Provide general administrative support, e.g. produce worksheets, display materials etc. (Ref 16)
8. Undertake more complex marking and monitoring of pupils' work in line with school policy. (Ref 30)
9. Undertake joint home visits if appropriate and in line with school policy. (Ref 27)
10. To plan, monitor, evaluate and assess the extended care provision within the Nursery. (Ref 27)
11. Contribute to moving and handling individuals as appropriate. (Ref 13)
12. Plan, deliver and evaluate teaching and learning activities under the direction of a teacher. (Ref 23)

1.3 Support for the school

1. Support the development and effectiveness of work teams within the school environment. (Ref 21)
2. Provide effective support for colleagues. (Ref 5)
3. Develop and maintain working relationships with other professionals.
4. Review and develop own professional practice. (Ref 22)
5. Liaise, as appropriate, with parents.
6. Provide displays as appropriate. (Ref 16)
7. Prepare and maintain the learning environment. (Ref 31)

1.4 Support for the curriculum

1. Support all foundation stage curriculum areas as appropriate.
2. Support the use of I.C.T. for teaching and learning across the curriculum. (Ref 7)
3. Support in tests and assessments. (Ref 17)
4. Support the implementation of the Early Years curriculum if appropriate. (Ref 27)
5. Support teaching and learning in all curriculum areas as appropriate. (Ref 28)

1.5 Child Protection/Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- Be observant of any loiterers and report to SMT/ Manager immediately.
- To ensure that all children are collected by a nominated person as per the schools Data Check Sheet.
- To ensure confidentiality and data protection in line with school policy.

Additional responsibilities

1. Cover Supervision
   To provide cover in class, as agreed with teacher/Head Teacher other than in an emergency situation to a maximum of two sessions per week.

Part 2 – Personal and Professional Conduct

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout our school.
At The Deanery, we expect Teaching Assistants to maintain standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regards for the needs to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Teaching Assistants must have an understanding of, and always act within, the role as set out in their job description.

Manager – Mrs J Luckett

Line Manager – Key Stage Assistant Head Teacher

September 2012