

MINCHINHAMPTON PRIMARY SCHOOL

JOB DESCRIPTION TEACHING ASSISTANT

Teaching Assistants at Minchinhampton should make the education of pupils their first concern, and be accountable for achieving the highest possible standards in work and conduct. Teaching Assistants should act with honesty and integrity and be self-reflective; forge positive professional relationships; and liaise with parents in the best interests of the pupils.

VISION AND VALUES

We cherish all the people in our school.

Our aim for them:

‘Life in all its fullness’

For us, this means people who are flourishing:

- people who have the wherewithal to shape their own life well;
- people who take a delight in learning;
- people who are compassionate, who appreciate the value and preciousness of each and every person and all life on earth;

Hence people who help to make the world a better place.

JOB PURPOSE

Under the supervision of the class teacher and/or SENCO, to undertake a range of directed activities to support the educational and developmental needs of pupils, to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of pupils throughout the school. The particular duties of the Teaching Assistant will be determined by the classteacher and/or other line manager. This may include working with pupils with a statement of special educational needs. Activities may be undertaken within the classroom or in an alternative location.

MAIN DUTIES

Teaching and Learning

- Contribute to the planning and evaluation of teaching and learning activities. Where appropriate to support teaching and learning in a curriculum area in which the member of staff has an expertise, including helping to organise learning experiences.
- Plan, deliver and evaluate teaching and learning activities for individual pupils or groups of pupils under the teacher's guidance or instructions. This to include supporting designated pupils with special needs through the delivery of appropriate aspects of the Individual Education Plan (I.E.P) as directed by the relevant teacher and to contribute to reviews and liaison with outside agencies if required.
- Use of information and communication technology to support pupils' learning

Use of assessment

- Contribute to the assessment of pupils by teachers. Working under the direction of the teacher to observe pupil performance and report the results of the observations to the teacher.
- Contribute to maintaining all pupil records and the record-keeping system.

Pastoral

- To attend to pupils' personal needs, including pastoral needs, social and health training, hygiene and basic first aid. (This may include the administration of medicines by agreement and subject to any appropriate training being given).
- To contribute to the supervisory arrangements for pupils during breaktimes and on out-of-school activities.

Behaviour

- To have high expectations of behaviour and use a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Learning environment

- Prepare and maintain the learning environment to support teaching and learning. This to include setting up, maintaining and dismantling displays.
- Monitor and maintain curriculum resources to support teaching and learning.

Wider professional responsibilities

- Develop effective professional relationships with colleagues.
- Take responsibility for improving practice through appropriate professional development, responding to advice and feedback from colleagues.
- Promote and reinforce school policies, practices and procedures, including an awareness of child protection, respect for the rights of others and health and safety responsibilities. Recognize and respond appropriately to situations that challenge equality of opportunity.
- Make a positive contribution to the wider life and ethos of the school.

Safeguarding

- Minchinhampton C of E Primary Academy has rigorous procedures and guidelines regarding the welfare and safeguarding of our pupils and expects all staff and volunteers to be committed to pupil welfare and safety.

WORKING ENVIRONMENT

- Most activities will be undertaken within school premises. The post-holder may occasionally be required to attend to pupils who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

This job description and allocation of particular responsibilities may be amended by agreement from time to time, and will be reviewed on an annual basis.