



George Spicer Primary School

Job Description

Post Title: **Teaching Assistant**

Present Grade: **Scale 3**

Reports to: **Class Teacher/ TA Manager/Deputy Head**

Purpose of job:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils.
- To support individual and small groups of children in the curriculum.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- To cover basic first aid and any welfare duties that the children in your care might require eg. The changing of nappies or the administration of an Epipen
- To assist in the maintenance of children's records.
- To assist in the delivery of a pre-determined programme of learning for a child or children with more complex needs.
- To take responsibility for supporting a specific area of the curriculum or an identified area in the school plan, e.g. Library, audio- visual or support with a specific curriculum area.
- To promote the school's values.

To undertake all of the following:

1. Work as part of a team and assist the class teacher to ensure quality education for the children.
2. Be aware of and support school policies and procedures.
3. Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the class teacher.
4. Set up group activities under the guidance of the class teacher. Work with children on curriculum activities.
5. Read to, and with, small groups of children, working with children on curriculum activities.
6. Assist in planning, creation and mounting of displays for children's work.
7. To observe and keep records on the children to feedback to the teacher.
8. Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children, supporting intimate care needs)
9. Report any concerns regarding children's welfare or education, to the class teacher.
10. Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
11. Assist with the reception and departure of children at the beginning and end of school sessions.
12. Accompany classes and small groups of children on educational visits.
13. Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and apparatus.
14. Control the behaviour of pupils with particular regard to safety and school procedures.
15. Assist with seasonal events e.g. parents evenings, concerts and festivals
16. Attend appropriate staff meetings and training days/events as requested.
17. Any other duties required by the teacher or Headteacher within the scope of this post.
18. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.

Signed..... (TA)

Date.....