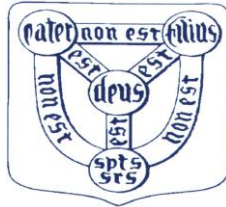


# Shellingford CE (A) Primary School



"Inspiring hearts and minds"

## **TEACHING ASSISTANT - JOB DESCRIPTION**

### **Class base:**

**Teaching Assistant – 32.5 hours (Grade 4, Scale Point 4-5\* - pro-rata \*subject to experience)  
\* including 2.5 hours Lunchtime Supervisor duties**

The contract terms and duties are those in accordance with the current Local Government Services national agreement: *'School Support Staff – the way forward'* and the *'Diocesan Contract and Conditions of Service'* and the provisions of these documents will apply to the post holder.

All staff are expected to work within the stated aims and ethos of the school:

- ✚ In sympathy with the Church status of the school
- ✚ In developing the creative and reflective aspect of children's education
- ✚ In enabling all children to achieve their personal best
- ✚ In providing a stimulating and aesthetically pleasing environment for them to work in

### **Teaching Assistant (30 hours)**

**Rationale: Teaching assistants (TAs) work with teachers, making sure pupils get the most out of lessons, taking on tasks that allow the teacher to concentrate on teaching and also support pupils with particular individual needs, some one-to-one, others in small groups**

- Implement agreed learning activities based on National Curriculum, Early Years Foundation Stage Curriculum, and the school's Curriculum Framework
- Promote the development of the abilities and aptitudes of the pupils
- Undertake marking of pupils' work and accurately record achievement/progress
- Support the teacher in planning and preparing topics and lessons, teaching pupils, setting and marking work
- Keeping, updating and contributing to assessments through planned recording and reporting on the development, progress and attainment of pupils as agreed with the teacher.
- Support the teacher in identifying SEN, helping pupils to access learning activities through specialist support and maintaining records in consultation with SEN team
- Liaise sensitively with parents of pupils as agreed with the teacher
- Participate in training, meetings and other learning activities as required
- Provide general clerical/admin support e.g. photocopying for agreed activities etc.
- Assist with the supervision of pupils out of lesson times (e.g. playtime supervision)
- Maintain a good order and discipline among the pupils and safeguard their health and safety
- Supervise pupils on visits, trips and out of school activities as required

## **Additional Role and Responsibilities**

### **1. Related to cover supervisor/HLTA status**

- Providing cover for teachers
  - Taking responsibility for agreed learning activities and associated assessment
  - Planning, preparing and delivering learning activities for whole classes, Class 1 (FS) Class 2 (Y1/2) Class 3 (Y3/4) and Class 4 (Y5/6), under the guidance of teachers
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

### **2. Lunchtime Supervisor**

**Rationale: to work under the direction of senior staff to provide the care of the children during the school lunchtime break.**

## **General Responsibilities**

- Promote and safeguard the welfare of children during lunchtimes.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting all concerns to the Headteacher, or Senior Teacher in the absence of the Headteacher.
- Maintain confidentiality and data protection with regard to pupil, staff and school issues, reporting all concerns to the Headteacher, or Senior Teacher in the absence of the Headteacher.
- Appreciate and support the role of other colleagues and ensure equal opportunities for all.
- Support children in resolving conflicts and disagreements in line with the school Behaviour for Learning Policy.
- Be aware of children's individual needs and assist positively and sensitively.
- Attend and participate in relevant meetings, training sessions and performance management as required.

## **Specific Duties**

- Supervise children in the dining hall while eating: help them to develop good table manners and social skills.
- Clean and clear tables where appropriate: ensure that the dining hall is kept safe at all times by wiping tables and clearing any liquids or foods.
- Supervise children in the toilets where necessary and ensure no children are inside the classrooms.
- Supervise children outside on the playground, play-trail and field: ensure positive behaviour and the prevention of dangerous play.
- Encourage games and promote social interaction: support and lead children to participate in organised activities.
- Supervise the children during wet lunchtimes: encourage a quiet enjoyable classroom atmosphere in which the children are actively engaged in.
- Deal with any behaviour incidents or accidents and report directly to the class teacher. The class teacher will follow this up with the children involved and or parents as required.
- Summon help, where necessary, in case of injury or illness and provide basic first aid for minor injuries.
- Ensure a full account of any accident when witnessed first hand is recorded in the Accident Book, and an Accident Form is completed for teachers (to hand to parents) and a copy given to the School Office.

## **Health and Safety**

**Rationale: to take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any health, safety and welfare concerns with the class teacher/Headteacher.**

### **Support staff:**

- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Complete risk assessments and review procedures periodically (e.g. Art, Design & Technology, Computing, Science, PE and off-site activities)
- Annually undertake personal training needs analysis.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

### **All employees:**

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Are familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.
- Report any safeguarding concerns to the Headteacher, as Child Protection Officer.

**The job description will be reviewed annually and any changes will be subject to consultation.**

Job Specification revised and updated November 2021

**Support Staff signature:**

**Headteacher signature:**

**Date:**