



SEABRIDGE PRIMARY SCHOOL

JOB DESCRIPTION: TEACHING ASSISTANT

Reports to: Executive Headteacher, Head of School, Senior leaders, Class teachers, Academy Council

Salary Range: Grade 4

Main Purposes:

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters as appropriate.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline and positive learning attitudes through the implementation of the schools behaviour management strategies and learning strategies.
- Provide support to pupils to achieve learning goals.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide appropriate and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Assist in maintaining an effective learning environment, eg support with displays.
- Provide general admin support, for classroom activities e.g. photocopying worksheets for agreed activities etc.

Support to Curriculum

- To provide support in all learning activities.
- Support the use of ICT and computing skills in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation as appropriate.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

Support to School

- Support the supervision of wider school events, eg assemblies and playtimes
- Provide cover should the class teacher be absent for the first three days of absence.
- Provide PPA/Leadership time cover (both the teaching assistant and the SLT to be in agreement with arrangements, and where possible, only HLTAs will provide PPA cover)
- Note and respond to all relevant messages on the staff noticeboard, in staff trays or via email
- Ensure that all accidents and behavioural incidents are properly recorded and reported
- Set high standards of punctuality
- Participate in Personal, Professional Development (PPD) arrangements.
- Participate in arrangements for her/his further training and professional development
- To demonstrate commitment to the full life of the school and to work with all members of staff to
 - ensure the success of whole school initiatives.
 - To ensure the children's safety at all times.

Professional Accountabilities (this list is not exhaustive)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Ensure a good knowledge of the current Keeping Children Safe in Education document.

Financial Management

- Personally accountable for delivering services efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes, including codes of conduct
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development/appraisal as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the school's Health and Safety policy.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with the teaching assistant.

The teaching assistant should sign both copies of this job description, one to be retained and one for the headteacher.

Signed: Date:

Signed: Date: