



SUTTON COURTENAY PRIMARY SCHOOL

JOB DESCRIPTION – Teaching Assistant

Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Have regard for the need to safeguard pupils' wellbeing by following relevant statutory guidance along with school policies and practice.
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Commit to improve your own practice through self-evaluation and awareness.

Knowledge and understanding

- Undertake any professional development required for the teaching assistant role, with support from the school. Demonstrate expertise and skills in understanding the needs of all pupils and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that your own knowledge and understanding is relevant and up to date by reflecting on your own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrate a level of subject and curriculum knowledge relevant to your role and apply this effectively in supporting teachers and pupils.
- Understand your roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of progress or concerns you may have about the pupils they work with.
- Understand your responsibility to share knowledge to inform planning and decision making.
- Understand your role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Health and Safety

- Be aware of health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site school trips and activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced
- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- 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.

Safeguarding

- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).
- To uphold and promote British Values.