



Job Description

Job Title: Pre-School Teaching Assistant (TA)

Name:

Reporting to: SLT/SENDCo

Salary: Bucks Pay Range 2

Newtown School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main Purpose

The TA will:

- Work with Pre-School Room Leader to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Duties and Responsibilities

Teaching and Learning

The TA will:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the room leader and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning. This can include providing physical help with skills and activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support the room leader with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Supervise a class if the room leader is temporarily unavailable
- Observe pupil performance and pass observations on to the room leader.
- Assist children with the attainment of personal hygiene skills and the removal and replacement of nappies, clothing or footwear that may require cleaning or changing following sickness, soiling etc.
- Will supervise children's playtime ensuring their safety and encouraging active play.
- Undertake any other relevant duties given by the room leader.



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Planning

The TA will:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Work with and support individual or groups of children, creating where necessary challenging physical activities to support the classroom curriculum.

Working with staff, parents/carers and relevant professionals

The TA will:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the room leader.
- Communicate their 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.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers/room leader.
- With the room leader, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with the room leader and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health & Safety and Care & Welfare

The TA will:

- Ensure Health and Safety regulations are complied with at all times.
- Look after children who are upset or will deal with minor medical needs, administer first aid and record in the relevant accident book. **For all head injuries** a TA will follow the school 'Bumped Head' procedures.
- Ensure equipment is safe and clean and report any broken equipment to the bursar.

Professional Development

The TA will:

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and actively participating in CPD provided by the school.
- Take part in the school's appraisal procedures.
- Attend 5 INSET days (pro rata).
- Will attend up to 2 training meetings a week during admin time as required.



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Safeguarding

The TA will:

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Promote the safeguarding of all pupils in the school.
- The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
