



Name:	VACANT
Job Title:	Teaching Assistant – General or 1:1
Reports To:	Class Teacher/Senior Leadership Team
Bucks Pay Range:	Bucks Pay Scale 1 - 3
Working Hours:	Up to 37 hours per week
Working Weeks:	39 weeks per annum
DBS Required:	Enhanced, with Childrens' Barred List Check

Purpose of Role:

The purpose of the job of a Teaching Assistant is:

- To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.
- To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities.

Main duties and responsibilities

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress
- Provide intervention support with small groups as directed by the class teacher to include planning and marking
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social skills

Supervision

- Supervise Gate duty/classroom before and after school as and when necessary or as part of a timetabled rota
- Supervise morning and lunch break duties as and when necessary or as part of a timetabled rota
- Administer routine First Aid treatment as and when required in line with your medical training and certificate

Administration Duties

- To act as first point of contact for general parent, pupil and visitor enquiries both in person and via the telephone, providing a proactive service which pre-empts the needs of others
- To carry out general duties, such as photocopying, laminating, binding, filing etc.
- To carry out minor first aid, administer authorised medicines and contact parents as necessary
- To manage and prioritise your own workload in line with service requirements
- Assist the school staff in the organisation of events such as camps, sports days, parents' evenings, productions etc and to organize associated administration
- Operate relevant equipment and computing software e.g. MS Office, SIMS, Outlook, Explorer, Google Chrome etc

Pastoral Care

- Develop positive relationships with all children
- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality, uniform and behaviour
- Ensure the health and safety of all children on school premises
- Ensure that Safeguarding procedures are understood and fully implemented

General

- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos of the school, securing its Mission Statement with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and children to achieve their highest potential
- Actively support the school's corporate policies, including the Staff Handbook, relating to professionalism, equality and diversity, inclusion and health, safeguarding and well-being, confidentiality and social networking
- Promote the school and celebrate its success at every opportunity
- Promote the HOH approach in all areas of their role.
- To attend appropriate training sessions for the purposes of maintaining a quality office environment, to understand the needs and legal obligations of schools, and for potentially developing new working practices. To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time.
- To communicate effectively and appropriately with other members of staff and visiting guests.
- To help promote the ethos of the School wherever possible.
- To perform other duties commensurate with the grading of the post as directed by the Headteacher and SLT.

Relationships with pupils, parents/carers and the wider community

- Develop positive links with parents/carers, Governors, and the local community by supporting the school's approach to community involvement and cohesion, including participation in school life
- Encourage the involvement of parents/ carers in the education of their children and respond promptly to queries and concerns
- Uphold the school's links with the local community, pre-schools, local schools, LA and other external agencies

Performance Management and Professional Development

- Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities e.g. staff training, staff meetings, INSET days, LA and other external training
- Actively engage in the annual Performance Management review process in accordance with the school's policy and national guidance
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities

Conduct

- To act in a professional and confidential manner with all school information
- To work co-operatively with others and to show commitment to the school, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team
- To promote the image of the school in all contact with the local and wider community
- Set high expectations of conduct, whilst acting as a good role model for others
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To be fully aware of and adhere to all school, local authority and government policies

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a good role model for others
- Handle difficult situations and issues with sensitivity and calm, ensuring the safeguarding of pupils, data protection issues and the need for strict confidentiality at all times

These duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate administrative duties within the context of the job, skills and grade.

This job description is current at the date shown but, following consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.

Signed:

Headteacher

Date:

Post Holder Signature:

Date:

Name:

This document was last reviewed: September 2023



Person Specification – Assistant Teacher		
Competence	Essential	Desirable
Experience of working with children of primary school age		√
Experience of working in a School environment		√
A childcare qualification equivalent to a Level 2 or 3		√
A current paediatric First Aid qualification		√
Current Safeguarding training		√
Knowledge of the curriculum		√
An understanding of behaviour management	√	
Knowledge of particular health and safety issues relevant primary school children		√
Knowledge of child protection procedures		√
Good communication skills	√	
Ability to develop effective relationships with colleagues, parents and outside agencies	√	
Ability to maintain confidentiality	√	
An understanding and commitment to equal opportunities	√	
An understanding of Health and Safety in the workplace	√	
A willingness to undertake further relevant training.	√	

Last Reviewed: September 2023