



## The Stoke Poges Job Description Teaching Assistant

<b>Job Title:</b>	Reception Class Teaching Assistant
<b>Grade:</b>	Level 1 or 2
<b>Responsible to:</b>	Headteacher and Line Manager

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. She will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

### Main Purpose of the Job

- Work under the supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom
- Provide general support to the class teacher in the organisation and management of pupils and the classroom
- Assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- Promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Provide short term cover for classes to which the LSA is normally assigned, when the class teacher is unexpectedly unavailable

### Main Responsibilities and tasks

#### Support for pupils

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes
- Assist with the development and implementation of Individual Education/Behaviour plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Assist in the specific medical/care needs of pupils when specific training has been undertaken

### Support for the teacher

- Prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use
- Prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate
- Assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupils' work
- Provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required

### Support the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection reporting all concerns to the appropriate named person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/vision/aims of the school
- Assist with the supervision of pupils out of lesson time, but during the school day, within contracted hours as necessary for their safety
- Supervision of pupils during part of the lunchtime break
- Accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- Attend relevant meetings and participate in training opportunities and professional development as required
- Adhere to school policy on equality and diversity

### Support for the curriculum

- Assist with the development of basic literacy, numeracy and computing skills and to support their use in leading activities
- Assist in the delivery of educational and developmental work programmes

### Behaviour and safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive authority, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies
- Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities, raising any concerns following school protocol/procedures
- Actively seek out and implement best practice safety procedures

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

### Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Make a positive contribution to the wider life and ethos of the school
- Be willing to support PTA activities by attending events

### Professional development

- Proactively participate with arrangements made in accordance with the school's Appraisal Policy

### Personal and professional conduct

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain standards in your own attendance and punctuality
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- To maintain confidentiality over matters relating to the school, pupils, staff and parents

### Code of Conduct

The school expects all staff to ensure that their standards of conduct are, at all times, compliant with The Stoke Poges Code of Conduct for Employees.

#### NOTE:

Notwithstanding the details in this job description, the jobholder will undertake such duties as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

Signed to indicate agreement.....[Post-holder] Date.....

Signed.....[Headteacher] Date.....



## The Stoke Poges Person Specification Learning Support Assistant (Level 2)

Qualification	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• NVQ2 for Teaching Assistants or equivalent qualifications or experience</li> </ul>
Experience Desirable	<ul style="list-style-type: none"> <li>• Experience of working with children of reception/early years class age</li> <li>• Experience of working in a reception/early years classroom environment</li> <li>• First aid training</li> </ul>
Knowledge, Skills and Understanding	<ul style="list-style-type: none"> <li>• Knowledge and ability to use IT effectively to support learning</li> <li>• Reasonable word processing skills</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• General understanding of National/Foundation Stage Curriculum and other basic learning programmes/strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Self-motivated and enthusiastic</li> <li>• An effective communicator with a good sense of humour</li> <li>• Ambitious for children's learning and achievement</li> <li>• Willing to share knowledge and skills</li> <li>• Keen to develop as a professional</li> <li>• Willing to participate in and contribute to the life and work of the wider school community</li> <li>• Ability to be flexible</li> <li>• Imaginative and enthusiastic</li> <li>• High standards of professional and personal conduct</li> </ul>