



Scargill Church of England Primary School

TEACHING ASSISTANT

Job Description

Introduction

The optimum requirements of this post are as described. Any additional responsibilities form part of levels 2 and 3 Teaching Assistants posts.

Job Purpose

- Provide support to the Head of School and Class Teacher across a range of child centred activities that promote child development and learning
- Work with individual children and groups of children as directed by the Head of School and Class Teacher

Supervision Received

Appointed within the school, or unit, as part of a team:

- To work within the general directions of the Head of School
- To work under the leadership and supervision of a Class Teacher

Supervision Exercised

- No direct line management responsibilities
- Occasional demonstration of duties to other employees, student trainees and participation in induction process.

DUTIES

Support for the School

- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management
- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils
- Participate in the delivery of local and national initiatives.
- Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information
- Attend reviews during normal working hours
- Participate in and contribute to staff meetings and INSET
- Maintain and develop good working relationships with parents and other adults involved with each child



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- Give general support to school activities
- Promote the ethos of the school
- Undertake any professional duties reasonably delegated to him/her by the Head of School

Support for the Teacher

- Prepare support materials
- Contribute to the preparation of classrooms, indoor and outdoor areas
- Display work and information for children and adults
- Exercise general care and supervision of children during the school day, inside and outside
- Provide administrative support for teachers and the Head of School
- Provide classroom cover during 'wet playtimes'

Support for the Child

- Promote development and learning, physical, emotional, education and social
- Provide a secure, caring and enriching environment for the children
- Support children including those with EHCPs
- Arrange for first aid to be given, comfort sick children, attend to medical and physical needs and accompany children to hospital, home or clinic, if appropriate
- Provide intimate care, where required and in-line with school policy.
- Encourage acceptance and inclusion of all children
- Have familiarity with all relevant aspects of special educational needs
- Help to promote children's self-esteem