



Bolsover Church of England Primary School

Teaching Assistant Job Description

Grade 7 – SCP 8-11

Purpose of the job of Teaching and Learning Assistant

- Provide support to the Head teacher and teachers across a range of child centered activities which promote child development and learning.
- To work with teachers to support teaching and learning in all aspects of the curriculum, age range or additional needs.
- To work with individuals or groups of children as directed by teachers.
- Provide help and learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or behavioural, social, communication, sensory or physical disabilities.
- To take personal responsibility for specific tasks, children or people as delegated by teachers or the Headteacher, including supporting the class teacher in monitoring, assessing and recording pupil progress/activities.
- Maintain and uphold the positive Christian ethos and core values of Bolsover Church of England Primary School.

Main Duties for Teaching and Learning Assistants

Safeguarding

- Understand and implement Bolsover Church of England Junior's safeguarding procedures and comply with legal responsibilities.
- Ensure a safe environment to support safeguarding for children and young people at all times.
- Update the safeguarding database (and refer to it) as appropriate to ensure children's safety.
- Supervise playtimes and lunchtimes ensuring all children are safe.

Professional conduct

- Promote and actively support the values of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Provide a secure, caring and enriching environment for all the children.
- Model and exercise high quality care and education for all children during the school day.
- Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
- Act in accordance with Bolsover Church of England Junior School's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
- Assist in maintaining and setting out learning materials and other equipment for use appropriate to the planned activities and developing and presenting displays.
- Continually develop a high quality learning environment including the display of children's activities and achievements and information for parents and families.

Teaching and Learning

- Plan learning activities alongside the class teacher and discuss expected learning outcomes and agree upon success criteria.
- Knowledge of procedures and techniques for leading play activities so that children learn through play.
- Lead learning activities for individuals and groups of children under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated children.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support the class teacher in monitoring, assessing and recording pupil progress/activities. Ensure that contributions are accurate, complete and up-to-date.
- Monitor and record child responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Assist in development of SEND Learning Programmes (SLPs).
- Use technology effectively to support learning activities and develop children's competence and independence in its use.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.
- Support children in social and emotional well-being, assist in resolving behavioural and emotional problems and reporting issues to the teacher as appropriate.
- Be involved in planning, organising and implementing individual development plans for children (such as SLPs), including attendance at, and contribution to, reviews.
- Work with children on therapy or care programmes, designed and supervised by a therapist/care professional.
- Review children's reading fluency and comprehension by using the school's assessment system.
- Basic data entry: at the request of the class teacher.

- Support the class teacher in monitoring, assessing and recording pupil progress/activities including.

Continuing Development

- Participate in and contribute to staff development sessions and INSET as required.
- Participate in the development and delivery of national and local initiatives.
- Continue own professional development in line with school improvement priorities and personal professional needs.

Behavioural and Pastoral

- Attend to children's personal needs including basic toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
- Physically assist children in activities (may involve lifting, where mobility is an issue) and undertake moving and handling activities and training as required.
- Support children and young people by responding to signs of minor health problems, i.e., with regard to asthma, allergies, incontinence and diabetes, this includes minor first aid.
- Support children's personal hygiene.
- Arrange for first aid to be given, comfort sick children and accompany children to hospital, home or clinic if appropriate.
- Maintain and develop good working relationships with parents and other adults involved with the child.
- Support the work of volunteers and other teaching assistants in the classroom.
- Use behaviour management strategies, in line with the school's Behaviour Policy and procedures, to contribute to a positive and purposeful learning environment.
- Responsible for managing behaviour of an identified child at a level that can be managed in mainstream settings.

Other

- Any other duties required by the class teacher, or senior leaders, which is in the scope of the post.
- At all times carry out duties with due regard to Bolsover Church of England Junior School's Health and Safety policy.
- To work within and encourage the Equal Opportunity policy and contribute to diversity policies.
- Take on any additional responsibilities which might from time to time be determined within the scope of the post.

Job Title	Teaching and Learning Assistant			
Qualities		Essential	Desirable	Evidence
Qualifications and Experience				
Education and training				
English and Maths GCSE A – C or equivalent		X		A
Teaching Assistant NVQ Level 3 or equivalent in child care		X		A
HLTA status or equivalent			X	A
Specialist skills/training in curriculum or learning e.g. bi-lingual, sign language, ICT, First Aid etc.			X	A
Experience				
Previous Teaching Assistant experience or evidence of voluntary help in the classroom.				
Good overall ICT competency				
Specific skills				
Communication				
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies		x		
Excellent Communication skills both written and spoken i.e. ability to clearly communicate in Standard English		x		
Support for pupils				
Ability to contribute towards planning and preparation for individuals, group or class.		x		
Ability to deliver approved specified work/activities to adapt and modify according to circumstances under direction and supervision of a qualified teacher.		x		
Contribute to assessing and developing plans to meet the needs of children with additional needs		x		
Support for Teachers				
Ability to work effectively and to be able to use initiative in supporting teachers, TA colleagues, children		x		
Ability to report on pupil performance and development oral or written		x		
Ability to maintain pupil records as required by the teacher		x		
Support for the curriculum				
Ability to prepare and use ICT resources effectively to support learning.		x		

Good overall ICT Skills	x		
Communication			
Ability to liaise with parents, other professionals and outside agencies.	x		
Professional Development	x		
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others.	x		
Willingness to participate in all forms of professional development	x		
Personal Qualities			
A commitment to improving the academic standards of all children.	x		
Friendly, professional, smart and flexible	x		
Commitment to equalities issues and to social inclusion.	x		
Ability to work independently (with appropriate supervision) and as part of a team.	x		
Ability to work effectively with TA's / Teachers /other adults and children within the school and external agencies	x		
Other			
Being available for attending whole school events such as sports days, parent evenings and performances as required.	x		
Ability to encourage participation in structured and unstructured learning activities, including play (timetabled and during break times)	x		
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children under your care and supervision.	x		
Good work record Satisfactory references DBS clearance	x		