

**Vacancy Reference No:**

<b>Job Title:</b>	Teaching Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 3
<b>Location:</b>	St Christopher Primary School		

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

**Job Purpose:**

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

**Main Duties and Responsibilities:**

- Under the direction and control of the classroom teacher or designated supervisor:
  - Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
  - Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
  - Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
  - Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
  - Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.
- Assist the Deputy Head Inclusion with the administration required for children with special educational or welfare needs.
  - Assist with the arranging of meetings, keeping diary, typing letters, telephone contact with parents and outside agencies. Attend and minute meetings (some may be out of school day)
  - Assist with the paperwork including sorting post, photocopying and distribution of reports, filing etc.
  - Prepare, duplicate and distribute resources as directed by Deputy Head.
  - Meet and carryout screening tests on all newly arrived pupils, along with other necessary assessments.
  - Manage records and administer medicines as required during the school day by pupils

3. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
4. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
5. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
6. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
7. Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
8. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
11. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
13. Assist the teacher with the administration of baseline tests.
14. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
15. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
16. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
17. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils, which may include:
  - Assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.
  - Changing soiled clothing and its disposal in an appropriate way.
  - Assisting with children's injuries and, where appropriately qualified, administering first aid.
  - Assisting with administering medicines, under the direction of the appropriate medical staff.
  - Assisting with the identification and monitoring of children's general health and welfare.
18. Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

19. Support and contribute to the overall ethos/work/aims of the school.
  20. Assist with the supervision of pupils outside lesson times, including before and after school and during lunchtime.
  21. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
  22. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
  23. Attend and participate in relevant meetings as required.
  24. Assist the teacher in supporting volunteer helpers or students in the classroom.
  25. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Note:** There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate. If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

**Responsible for:**

**Responsible to:**

**Date Reviewed:** July 12

**Updated:** July 12

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<b>Job Requirements</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice and legislation.</li> <li>• Basic understanding of child development and learning.</li> <li>• Training in relevant learning strategies</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to effectively use ICT and use of other equipment – video, photocopier.</li> <li>• Ability to relate well to children and adults.</li> <li>• Able to work constructively as part of a team.</li> <li>• Ability to self evaluate learning needs.</li> </ul>
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<b>Experience:</b>	Experience of working with children of relevant age or with specific special needs.
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• NVQ III for Teaching Assistants or equivalent qualifications and experience.</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> <li>• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>
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**Date Reviewed:** May 2005

**Updated:** 26 June 2006