



William Fletcher Primary School

Where Everyone Counts



JOB DESCRIPTION: Teaching Assistant to include Lunchtime Supervision

START DATE: ASAP

HOURS: 8.30 am – 3.00 pm Monday to Friday

The Teaching Assistant is responsible, under the direction of the SENCO, class teacher and the Headteacher in all aspects of school life.

The job description will be reviewed at least annually and changes will be subject to consultation.

SUPPORT FOR THE TEACHER:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and 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 and carers
- Provide clerical/admin support, for example photocopying, filing, money collecting etc.

SUPPORT FOR THE CURRICULUM:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies for example literacy, numeracy and early years; recording achievement and progress; and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupil in their use

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate 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/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher



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SAFEGUARDING:

Show commitment to the safeguarding of children and young people.

Be familiar with all policies and documents which support the safeguarding of children and young people at William Fletcher Primary School:

- Safeguarding Policy
- Whistle Blowing Policy
- Anti-bullying Policy
- E-Safety Policy
- Dignity at Work Policy
- Behaviour Policy
- Health and Safety Policy and procedures including Risk Assessments
- Confidentiality Policy

All employees should know who to contact in the school in case of an allegation against a member of staff.

HEALTH AND SAFETY:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection etc, reporting all concerns to an appropriate person.

- Co-operate with health and safety requirements
- Report all defects in the Caretaker's Repair Book or inform School Office
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform Business Manager of any 'Near-Misses'
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues
- Raise health and safety, and environmental issues with pupils

STANDARDS AND QUALITY ASSURANCE:

- Support the aims and ethos of the School
 - Promote and model good relationships with pupils, colleagues and parents
 - Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop
 - Set a good example in terms of dress, punctuality and attendance
 - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
 - Attend and participate in relevant meetings
 - Participate in training and other learning activities as required
 - Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits and trips as required