



Drapers' Maylands
Primary School

Job Description

Job Title: Teaching Assistant with Pre-Teaching Course

Grade: Grade 4 Spine Point 6

Work Pattern: Term Time Only - 8.30am-3.30pm

Reports To: Vice Principal/ Principal

Main Duties and Responsibilities

- To work with others and as directed to establish a supportive and nurturing environment.
- To support the classroom teacher and other colleagues.
- To help create an inspirational and purposeful learning environment.
- To maintain pupil and family confidentiality.
- To follow planning and assessment procedures so that all opportunities for progress are optimized.
- To provide a role-model to children through well-mannered and respectful behaviour to others.

Core Purpose of the role

Learning Support

- To assist the class teacher with whole class teaching.
- To carry out delegated tasks set by the class teacher.
- To assist the teacher with activities in the classroom.
- To plan, lead and facilitate small group teaching.
- To promote inclusion of and the highest aspirations for all pupils in the school.
- To support teachers in assessing the needs of individual children.
- To observe, record and feedback information on pupil performance.
- To set up lessons and the classroom where required.
- To assist in creating materials for curriculum delivery and display boards.
- To support well ordered and self disciplined behaviour according to school policies.
- To assist pupils' social development, progress and achievement outside of the classroom.

Other Support

- To undertake playground duties and support children during lunchtime.
- To assist pupils with dress/changing for activities/personal hygiene.

- To help with the care and welfare of pupils including toileting and wiping, washing and changing children as required.
- To attend regular meetings and training, as required.
- To ensure that classroom stock is maintained and kept tidy and that resources are readily available.
- To carry out general administrative tasks such as photocopying, laminating, filing, and recording.
- To communicate and liaise with staff, students, parents, carers and governors.
- To work as part of a team with the teachers and assistants and the rest of the school staff.
- To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns.
- To cover additional duties for absent colleagues.
- To undertake training and development relevant to the post and in line with the school's priorities.
- To complete a paediatric first aid course and keep up to date.
- To undertake any other professional duties as set down in the School's pay and conditions of service document, and as directed by the Principal.

Notes:

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.