

POT KILN PRIMARY SCHOOL

JOB DESCRIPTION

(21.75 Hours over 5 days)

Teaching Assistant - Level A

Job Family, Grading and Pay scale: Teaching Assistant Grade 2 point 7-13

Reporting to: EYFS Lead and DHT

General Conditions

I. This job description lies within the framework of the local authority conditions of service.

II. It will be subject to annual review and may after negotiation and consultation be changed according to the needs of the school.

Job Purpose

- To provide support for teaching staff
- To provide support to pupils
- To provide support to the teaching of the curriculum
- To support individuals and groups of pupils, some of whom may have Special Educational Needs

Duties

- The teacher plans lessons and directs learning.
- Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum.
- Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.
- All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.
- There will be some need to interpret information or situations and to solve straightforward problems.
- More complex problems will be referred to line manager.
- No requirement to supervise others, but may demonstrate tasks to new colleagues.

Support for pupils

- Supporting and facilitating learning through play in the indoor and outdoor environments
- Supporting a group of children during lunchtime and snack times, including supporting with their personal care and helping to promote their personal and social skills
- Carrying out planned intervention activities to support pupil's learning (with small groups of children or individuals).
- Making observations of children and recording these on the online Learning Journey 'Tapestry'
- Helping to nurture and care for young children, including supporting pupils to settle quickly as they arrive to school.
- Supporting with the induction of new children into the Nursery
- As appropriate, look after sick/upset pupils and attend to physical needs.
- Undertake first aid

Support for the teacher

- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, displaying pupils' work, supervising small groups of pupils whilst the teacher is carrying out assessments
- Maintain basic records

Support for the curriculum

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days
- Support implementation of Government initiatives under the direction of the teacher.

Safeguarding in Pot Kiln is considered everyone's responsibility and is high on our agenda. As such we are looking for someone who aims to create the safest environment within which every pupil has the opportunity to achieve their Five Outcomes.