Great Barford Primary Academy

Job Description for One to One Teaching Assistant - Part time in the first instance – EYFS – contract attached to a named child

Great Barford Primary Academy

Job Description for Teaching Assistant

Job Title: Teaching Assistant **Grade:** **2A**

Responsible to: Headteacher, class teacher, SENDCo

Purpose of Job: Under the instruction and guidance of teaching staff, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

Duties and Responsibilities

Support for pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, whenever possible, make these part of the learning experience (this may include toileting and other hygiene needs).

2. To be responsible, during the midday break, for the safety, general welfare and proper conduct of pupils

3. Under agreed school procedures, to give first aid/medicine where necessary and assist with programmes of special care such as speech therapy or physiotherapy under the direction of the appropriate specialist.

4. To promote and support the inclusion of all pupils in the learning activities in which they are involved.

5. To follow the recommendations of the EHCP under the guidance of the SENDCo and Class teacher.

6. Whilst there may be specific requirement to support a named pupil or pupils, support for other pupils is also required.

7. To assist with preparation for school visits and the supervision of pupils on such visits and act as the nominated first aider.

Support for teachers

1. Under the guidance of the class teacher to deliver learning activities to individuals and groups of pupils.

2. Within the overall plan set by the class teacher to assist in devising and extending appropriate educational activities in preparation of the curriculum. This may include contributing to the development and implementation of individual educational plans (IEPs).

3. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring to inform further support work.

4. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).

5. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support with the curriculum

1. To support the teaching of literacy, numeracy and all other curriculum areas as required and agreed by the headteacher.

Support for the school

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SENDCo and other teaching assistants; working at all times within the school's policies and procedures.

2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the headteacher.

3. To support the aims and values of the school.

4. To attend relevant staff meetings and undertake training and development activities.

5. To have a termly meeting with other support staff and the headteacher.

6. To have an annual performance management review meeting.

7. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

8. To Adhere to “Keeping Children Safe in Education” September 2021 and any document that supersedes it

9. To undertake tasks of a similar nature and level as directed by the headteacher