



Teaching Assistant – S3

JOB PURPOSE

To support pupil's in their learning by:

- To support the qualified class teacher with their responsibility for the development and education of all children in pre-school.
- Actively engaging in children's play, scaffolding learning and helping them to extend their ideas.
- Working within a class, small group of children, or 1:1 and take some responsibility for their pastoral care.
- Undertake observation in line with the EYFS curriculum and non-statutory guidance.
- Motivating and encouraging all children
- Helping children to engage with task, developing their listening and attention skills
- Clarifying and explaining directions
- Raising children's self-esteem
- You will be subject to supervision and will be expected to organise your own workload and set your own priorities within short, e.g. day-to-day timescales.
- Supervising children over lunchtime while eating and when in the outside area

RESPONSIBLE TO

- Head Teacher and Class Teacher

KEY RESPONSIBILITIES

General

- To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities, life skills and promote the school's Christian vision and values
- To work alongside the class teacher and other support staff as a member of the class team
- Maintain confidentiality inside and outside of school
- Understand and apply school policies
- To assist with the delivery of the curriculum and activities as planned by the class teacher, and to use own initiative to extend activities appropriately
- To contribute to school planning and assessment documentation
- Carry out personal care routines as appropriate.
- To liaise with parents/carers in consultation with class teachers or senior leaders
- To liaise with support services and outside agencies concerning individual and groups of children as required
- To be aware of and assist with the planning to meet the individual needs of all children
- **To work within the school's safeguarding and child protection policies and be responsible**





- for promoting and safeguarding the welfare of all children
- Maintain hygiene standards and risk assess the safety of all learning environments for the children, daily
- To help to maintain a stimulating and safe class environment for children to learn in
- When necessary to work flexibly across the school in the best interests of the children as deemed necessary by the Senior Leadership Team

Liaison with Class Teacher

- Work closely with the class teacher on day to day planning for the class as a whole
- Be aware of and support the writing of pupil's ISP targets
- Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities (making sure the environment and activities are prepared for the children e.g. water, sand, paint... before the sessions)
- Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring of those activities.
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.
- Be involved in delivering differentiated activities for children with identified special needs
- Report to the class teacher on the learning during activities carried out and provide written observations/notes where appropriate or when requested

Classroom

- Be proactive in tidying of classroom and communal areas e.g. library, hall, outside area
- Keep the indoor and outdoor learning environments clean and tidy, assist with update and maintain displays.
- Make necessary adjustments to classroom layout for activities to be carried out
- Prepare resources for activities
- Prepare equipment for children and classroom and outdoor learning environment

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Note: This job profile is subject to review and amendment in consultation with the Head Teacher so that the role continues to develop in line with the needs of the school. The job profile is not a definitive list but includes the principal responsibilities of the post.

