



**JOB DESCRIPTION**

JOB TITLE	Teaching Assistant
LEVEL	Level 2
LINE MANAGER	Key Stage Leader and SLT

**MAIN PURPOSE**

To offer children a safe, secure, caring and supportive environment, providing opportunities to foster their growth and development within the school.

**ATTITUDES AND PERSONAL ATTRIBUTES**

- To establish positive and sensitive relationships with children.
- To act as a role model and set achievable expectations.
- To support the school’s commitment to safeguarding.
- To promote the inclusion of all children.
- To actively support and promote our ethos and values.

**MAIN RESPONSIBILITIES AND TASKS**

- To work within our Key Stage One or Key Stage Two team, promoting effective teaching and learning by supporting the planning and implementation of activities with individuals, groups or the whole class.
- To help to provide a purposeful, stimulating environment, rich in learning opportunities, both indoors and outdoors; prepare the classroom as directed for lessons, tidy afterwards and assist with the display of pupils’ work.
- To use professional knowledge of the individual and diverse ways that children learn and develop, to meet their differing needs.
- Under the guidance of the teacher, provide one-to-one support to pupils or work with groups of targeted pupils on planned activities, reinforcing the teacher’s approach.
- To support children to reach their full potential, adapting techniques and strategies to suit individuals.
- To meet the physical and health needs of children, encouraging good standards of personal hygiene, whilst promoting independence.
- To encourage children to interact and work co-operatively with others.
- To provide support for the children’s emotional and social needs by implementing the principles of the school’s Behaviour Policy and role-modelling high standards in all aspects of their role and personal conduct.

- To be responsible, under the guidance of the class teacher, for the planning, development and delivery of the national curriculum, in order to meet all learning interests and needs of children, extending them where necessary.
- To support the teacher and team in monitoring and evaluating children's learning through a range of assessment strategies.
- To provide objective and accurate feedback, contributing to reports for parents and other professionals on children's achievements, progress and related matters.
- To assist with some clerical/admin tasks as required, e.g. photocopying, typing, filing, collecting money.

### **CONTINUING PROFESSIONAL DEVELOPMENT; WIDER ROLE**

- To be proactive in the continuation of your own learning and CPD, in order to improve outcomes for children and their families.
- To comply and assist with the development of policies and procedures.
- To 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.
- To attend meetings as required and participate in training opportunities and performance development.
- To assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and supervise pupils on visits, trips and out of school activities as required.
- To contribute to the wider school community, e.g. attending events, running a club
- To teach the class in the absence of the class teacher if necessary or in emergencies.
- To be accountable for the delivery of the above responsibilities and tasks.
- To undertake any duties set to you by the Senior Leadership Team, that will assist in the day-to-day running of the school.

### **ADDITIONAL INFORMATION**

This post is exempt from The Rehabilitation of Offenders Act 1974 as the position involves working within close proximity of young children. The post holder will be required to undertake an enhanced DBS. Boughton Primary School is committed to the safeguarding and well-being of all children.