

HORTON PARK PRIMARY OUTLINE JOB DESCRIPTION

TEACHING ASSISTANT

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Staff should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Exceed Academies Trust are an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
- 4 Exceed Academies Trust are committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To support access to learning for learners and provide general support to the teacher in the management of learners and the classroom.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the post holder is working.

SUPERVISION AND GUIDANCE:

To work under the direction/instruction of the class teacher and line manager.

RANGE OF DECISION MAKING:

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of learners and whole classes
- the correct use and care of materials by individual and small groups of learners





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- the safety, mobility (if required) and hygiene and well being of the learners.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school, it's learners, parents and carers.

The provision, use and storage of equipment and materials used by learners with whom the postholder is working.

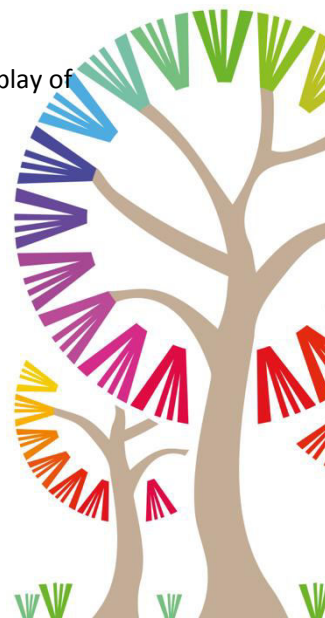
General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES:

1. SUPPORT FOR LEARNERS
 - 1.1 Supervise and support learners ensuring their safety and access to learning, attend to the learners' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
 - 1.2 Establish good relationships with learners, acting as a role model and being aware of and responding appropriately to individual needs.
 - 1.3 Promote the inclusion and acceptance of all learners.
 - 1.4 Encourage learners to interact with others and engage in activities led by the teacher.
 - 1.5 Encourage learners to act independently as appropriate.
2. SUPPORT FOR THE TEACHER
 - 2.1 Prepare classroom as directed for lessons and clear afterwards and assist with the display of learners work.
 - 2.2 Teach a group as directed by the class teacher
 - 2.3 Be aware of learner problems/progress/achievements and report to the teacher as agreed.
 - 2.4 Undertake learner record keeping as requested.





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- 2.5 Support the teacher in managing learner behaviour, reporting difficulties as appropriate
- 2.6 Gather/report information from/to parents/carers as directed.
- 2.7 Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
- 3. SUPPORT FOR THE CURRICULUM
 - 3.1 Support learners to understand instructions and to use their targets and assessment outcomes for further learning.
 - 3.2 Support learners in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
 - 3.3 Support learners in using basic ICT as directed.
 - 3.4 Prepare and maintain equipment/resources as directed by the teacher and assist learners in their use.
- 4. SUPPORT FOR THE SCHOOL
 - 4.1 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.
 - 4.2 Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.
 - 4.3 Contribute to the overall ethos/work/aims of the school.
 - 4.4 Appreciate and support the role of other professionals.
 - 4.5 Attend relevant meetings as required.
 - 4.6 Participate in training and other learning activities and performance development as required.
 - 4.7 Assist with the supervision of learners out of lesson times, including before and after school and at lunchtimes.
 - 4.8 Accompany teaching staff and learners on visits, trips and out of school activities as required.
 - 4.9 To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.





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Please note :

An enhanced police check, from the criminal records bureau, is required prior to appointment, this will ensure the school is informed of any relevant criminal issues and will be informed of any future prosecutions if necessary.

1. The job description is subject to amendment in line with the provisions.
2. Reviews will normally take place at the end of the academic year or earlier when necessary; and following consultation with yourself.

Signed : _____ (Headteacher) _____ (date)

I acknowledge that I have received a copy of the above job description.

Signed _____ (Member of Staff) _____ (date)

