

TODWICK PRIMARY SCHOOL

Teaching Assistant Job Description

General Requirements

- Provide day to day classroom support to the children and the class teacher to ensure smooth, effective running of the class
- A commitment to safeguarding and promoting the welfare and good behaviour of children within the School.
- To act in a loyal and professional manner around the School and to contribute to the overall ethos/work/aims.
- 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.
- Be aware of and support difference and ensure inclusion and equal opportunities for all.
- To attend and support appropriate meetings/courses/training as deemed necessary for development.

Reports to: Class teacher

Main Purpose: To support the teacher / HLTA in the smooth, effective running of the class
To consistently promote positive values, attitudes and behaviour
To support children in their learning and development, in small groups or with individual children as directed, treating them with respect and consideration
To encourage the social and emotional development of children
To help raise standards of achievement for all children
To help children to become more independent.

Specific responsibilities:

- Contribute to discussions with the teacher before and after lessons on learning and support activities
- Contribute to the preparation of teaching resources/materials
- Record keeping and filing
- Produce classroom displays
- Provide feedback to children and the teacher
- Attend and participate in relevant meetings as required including lunchtime meetings and INSET.
- Monitor children responses to learning and provide feedback
- Prepare classroom as directed for lessons and clear away afterwards
- Creating and maintaining a purposeful, orderly and stimulating classroom environment.
- Work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside teaching space.
- Have high expectations of all children and assist the promotion/reinforcement of children self-esteem
- Respect children' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of children
- Build and maintain successful relationships with children, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from children
- Maintain a safe environment for children, staff and visitors to the school
- Supervise children off site on school trips and other external visits
- To follow individual care plans to meet the needs of specific children
- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher/HLTA.