



PINNER PARK PRIMARY SCHOOL

Article28: Every child has the right to a good quality education

JOB DESCRIPTION/ROLE PROFILE

Job Title: Teaching Assistant
Grade: G2 according to experience
Reports to: Headteacher and Inclusion Leader
Hours: F/T – 27.5 hrs – P/T TBC
Date: June 2016

ROLE

To enable pupils to access and enjoy their teaching and learning experiences by providing support for pupils, staff and year groups.

RESPONSIBILITIES

- To ensure compliance in safeguarding and promoting the welfare of children.
- To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting equality and diversity.
- To ensure compliance with the School policies and to maintain confidentiality.
- To ensure compliance with your responsibilities and take an active role in promoting a positive health and safety culture.
- To attend training/professional development courses relevant to the duties and responsibilities outlined in this Job Description.
- Promote the inclusion and acceptance of all pupils including promoting self-esteem and independence.
- Contribute to the overall ethos/work/aims of the school.

MAIN DUTIES

- Support pupils in class in accessing and making progress with their learning.
- To participate in the school's planning processes including attending staff training and meetings as and when necessary.
- To work in close collaboration with the class teacher.
- To promote independence and support children in developing positive attitudes of a learner for life.
- To assist in the preparation of resources including the preparation of differentiated work.

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- To assist with duties at playtimes supervising the pupils.
- To support children with social or behavioural needs at playtimes as necessary.
- Create, maintain and assist with the display of pupils' work.
- Assist with the planning of learning activities to support pupils to achieve learning goals.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide clerical/admin support e.g. photocopying, filing.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy and numeracy.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To work as part of a team and independently as required.
- To undertake any other duties reasonably requested and appropriate to the post by the Headteacher.

Note to applicants – This Job Description and the Person Specification specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.

In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the criteria, including your awareness, understanding and commitment to equality and diversity. If you fail to do so, you will not be short listed.