



Teaching Assistant (Entry)

Job Description

Purpose of Job

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| Post: | Teaching Assistant (Entry) |
| Grade: | Jigsaw Grade 2 |
| Location: | Fulwell Infant / Ouston Primary |
| Responsible to: | Head teacher/SENDcO |
| Job Purpose | <p>To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils;</p> <p>To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.</p> <p>To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.</p> |

Principal Responsibilities and Duties

Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and inclusion of all pupils;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher;
- Support the work of volunteers and other teaching assistants in the classroom;
- Support the use of ICT in the curriculum;
- Assist in escorting and supervising pupils on educational visits and out of school



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activities where appropriate;

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
- Support children's learning through play and planned learning activities;
- Maintenance of a clean, safe and tidy learning environment;
- Support pupils in developing and implementing their own personal and social development;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide emergency basic first aid if appropriate, ensuring timely referral to health professionals where necessary.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- To act in compliance with data protection principles in respecting the privacy of personal information held by the academies.
- Show a duty of care to pupils and staff, and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To undertake such other reasonable duties as may be required within the academy.

This job description is subject to annual review.