



Shalford Infant & Nursery School

Teaching Assistant Job Description

It is the responsibility of every member of staff at Shalford Infant & Nursery School to follow all the schools' policies and procedures* to ensure the safeguarding and welfare of all pupils in the school.

(*Safeguarding Children Policy, Child Protection, Behaviour & Anti Bullying)

Job Title: Teaching Assistant

Responsible to: Class teacher, SENDCO & Headteacher

The purpose of the job is to support the teaching, learning, safety and wellbeing of pupils by carrying out the duties outlined below.

Work under the direction of the Class Teacher or SENDCO to:

- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Support individual children or small groups of children in carrying out tasks set by the teacher
- Take full responsibility for the delivery of specific intervention programmes to individual children or small groups of children
- Prepare or adapt resources for individual children or small groups of children
- Plan and/or contribute to planning for individual children or small groups of children in specific areas of the curriculum

- Assess and record the attainment of individual children or small groups of children in specific areas of the curriculum
- Take part in and contribute to Annual Reviews and SEND Reviews as required and contribute to the writing of new provision maps/SEND support plans.
- Be aware of and work towards the achievement of pupils' provision maps/SEND support plans targets and other individual targets
- Liaise closely with the Class Teacher and SENDCO to share information concerning pupils' progress, working as part of a team
- Join the Class Teacher and/or SENCO in discussing pupils' progress with parents or other professionals as required
- Provide general classroom supervision to allow the Class Teacher to focus on a particular group of children
- Provide clerical/administrative support - photocopying, typing, filing, collecting money etc
- 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

Other duties:

- Extend own professional development through attending appropriate training sessions.
- Undertake annual performance management review.
- Attend Safeguarding training as required and take responsibility for ensuring children's safety
- Have a general duty of care and supervision towards all children in the school.
- Administer prescribed medicines to pupils as required.
- Carry out playground duty – break and lunchtimes.
- Carry out intimate care responsibilities, in accordance with the school intimate care policy.
- Contribute to the positive ethos of the school
- To attend relevant meetings as required

The above responsibilities are not exclusive and a Teaching Assistant may sometimes be required to carry out other reasonable duties.