# ROXBOURNE PRIMARY SCHOOL

Torbay Road, Harrow, Middlesex HA2 9QF
**Telephone: (020) 8422 9207**
Email: office@roxbourne.harrow.sch.uk
Website: www.roxbourneprimaryschool.co.uk

Headteacher: Mr R Benserghin

## Job Description – Teacher Assistant

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| **Reports to:** | The Headteacher / Senior Leader / Line Manager |
| **Start date:** | 1st September 2018 (or earlier if available sooner) |
| **Salary:** | Harrow Grade 1 (£19,149) – Grade 3 (20,478) pro rata |
| **Contract Type:** | Fixed Term (part-time or full-time) |

All staff at Roxbourne Primary School are expected to support school policies, practices and procedures as agreed by the Governing Body.

### Main purpose of the job

To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence. To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals / groups, in or out of the classroom and to assist the class teacher in the whole planning cycle and the management / preparation of resources, this may include supervising tasks set for whole classes.

- To support individuals, groups of pupils and whole classes to help them make rapid academic progress
- To work effectively with learners,  teachers, parents/carers, governors and external agencies to help create an effective and purposeful learning environment
- To undertake non-teaching tasks related to classroom activities
- Model positivity, passion and show a commitment to going above and beyond for the Roxbourne community
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- Be a reflective and honest practitioner
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To provide first aid to pupils and / or adults, as necessary

### Supporting pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Provide feedback to pupils in relation to progress and achievement
- Promote inclusion and acceptance of all pupils in the school, including those with Education, Health & Care Plans Support pupils consistently whilst recognising and responding to their individual needs, Behaviour Plans, Support/Mentoring Plans and/or Personal Care programmes ensuring their safety and access to learning activities
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Plan and undertake direction for one to one or group teaching and intervention
- Interact with pupils during playtimes and lunchtimes ensuring they are safe, engaged, cooperating, happy and are well supervised

*Achieving our goals together*

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- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Assist with follow-through for related services, e.g. speech/language therapy, occupational therapy, physical therapy
- Meet the intimate care needs of pupils as required

**Supporting teachers**
- Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Assist in creating materials for curriculum delivery and display boards in the classroom and in corridors
- Assist with whole class teaching
- Work with teachers to assess the needs of individual children
- Observe, record and feedback information on pupil performance (including home learning)
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work or checking of reading logs/ pupil planners etc, keeping the teacher informed
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers and to liaise sensitively and effectively with parents/carers

**Supporting the school**
- Maintain pupil and family confidentiality at all times
- Plan and facilitate individual / group / class teaching
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- To refining your approaches where necessary responding to advice and feedback from colleagues
- Assist with the supervision of pupils out of lesson times, including before and after school, breaktimes and at lunchtimes as required in various locations
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group
- Attend and participate in relevant meetings and training as required
- Assist pupils' achievement outside of the classroom, e.g. by leading or supporting an extra-curricular activity / lunchtime / afterschool club
- Make a positive contribution to the wider life and ethos of the school through participation in assemblies, social events, charity fundraising and national events etc
- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own performance, attendance and punctuality
- Maintain stock supplies and distribute as required

**Other**
- Undertake other various responsibilities as directed by the Heateacher or other Senior Leaders.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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