

Job Description: Teaching Assistant

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

The post holder will undertake the role of teaching assistant.

To work with and support members of the teaching staff in ensuring that pupils receive the highest possible standards of care and education, becoming safe, secure and successful. This may involve:

- Being aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer;
- Ensuring that pupils are safe and happy in the school environment (actively working to promote child protection);
- Working with teachers to support them teaching the planned curriculum;
- Producing and maintaining a welcoming and stimulating environment;
- Encouraging pupils to work and play independently;
- Supporting class teachers evaluating and planning children' work;
- Working closely to support children with additional needs to help them to access the curriculum;
- Maintaining strong home/school links- keeping notes in reading records etc;
- Being involved in planning and taking the initiative to ensure that the lesson objective is understood before teaching begins;
- Evaluating designated teaching activities and feeding back to class teacher;
- Assisting in national and school-based assessments arrangements, e.g. SATs, Rising Stars, GLs;
- Meeting regularly with class teachers to plan work and raise/resolve concerns;
- Helping on school trips as required;
- Carrying out administrative tasks and maintaining appropriate records;
- Supervising/leading group activities within lessons;
- Covering for the class teacher (with support) during an unplanned absence;
- Leading small group interventions;
- Setting up and clearing away resources for lessons as informed by class teacher;
- Tidying and keeping the classroom in good order;
- Working with the class teacher to maintain good standards to behaviour;
- Running or assisting on one extracurricular afterschool club each week;
- Attending residential trips as requested by line manager;
- Assisting in playtime/ lunch duties as requested by line manager;
- Assisting in PE/swimming lessons as requested by line manager.

You may also be required to undertake such other comparable duties as the Head requires from time to time.