



# Avenue Primary Academy

## Phase Teaching Assistant

### Job Description

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

Work under the direction of the Class Teacher, Year group Leader, Phase Leader, Lead TAs and Inclusion Manager to:

- ◇ Identify child safeguarding concerns by being vigilant for signs of abuse or neglect
- ◇ Take appropriate action and report concerns to the Designated Person for safeguarding and follow the school's child protection and safeguarding policies.
- ◇ Maintain an attitude of 'it could happen here' when it comes to safeguarding
- ◇ Support individual children or small groups of children in carrying out tasks set by the teacher, across the allocated phase of year groups
- ◇ Take responsibility for the planning and delivery of Level 1 interventions to individual and small groups of children within allocated phase
- ◇ Plan and deliver Level 2 interventions, under the supervision of Specialist or Lead TAs, to children within allocated phase
- ◇ Prepare or adapt resources for individual children or small groups of children, within allocated phase
- ◇ Plan and/or contribute to planning for individual children or small groups of children in specific areas of the curriculum, within allocated phase
- ◇ Assess and record the attainment of individual children or small groups of children in specific areas of the curriculum, within allocated phase
- ◇ Take part in and contribute to Annual Reviews and IEP Reviews as required
- ◇ Be aware of and work towards the achievement of children's IEP targets and other individual targets
- ◇ Liaise closely with the class Teacher, Lead TAs and Inclusion Manager to share information concerning children's progress, therefore working as part of a team.
- ◇ Join the Class Teacher and/or Lead TAs and Inclusion Manager in discussing children's 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
- ◇ Maintain resources and displays within the classroom and phase environment.

Other duties:

- ◇ Extend own professional development through attending appropriate training sessions

- ◇ 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 children as required
- ◇ Administer intimate care in accordance with school policies
- ◇ Carry out playground duty every day
- ◇ Contribute to the positive ethos of the school

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

