



## **JOB DESCRIPTION**

**Job purpose:** To support children's learning within and outside the classroom and across the curriculum. This role is based in the Ducks department, working with children aged 3–7 years.

**Responsible to:** Head of Primary working under the instruction and guidance of the Year Leader (YL) and Class Teacher/s (CT).

*A Primary Teaching Assistant works as an early childhood TA (3–7-year-olds) and is based in the Ducks department. This is an adaptable and resourceful role that involves performing a wide variety of tasks to support the Primary teachers in the education of the students at our school. They are expected to communicate effectively in English and maintain flexible professional working relationships with the class teacher and other adults within the College. They must possess a sound knowledge of the College's Philosophy and Objectives statement, which sets the College's ethos and informs daily practice and decisions.*

### **Duties**

This job description outlines in general terms the normal duties that the post-holder will be expected to undertake. However, the job or duties described will vary and/or be amended from time to time without changing the level of responsibility associated with the post.

The full-time assistants are expected to be working in school from 7.45am to 4.45pm each school day. On occasion and as per the College calendar, staff are asked by the Head of School to work later for special events.

### **Teaching and Learning**

- Support individuals and groups of students implementing planned activities and lessons (such as RWInc) across the curriculum;
- Provide support for individual students inside and outside the classroom to enable them to fully participate and make good progress;
- Feedback to other staff about students' attainment and progress regularly and as required;
- Provide effective feedback to students on their learning and encourage self-reflection by all students;
- Assist in the implementation of Individual Education Programmes for individual students and help monitor and track their progress;
- Work effectively with and support the work of specialist teachers as required;
- Assist students' learning with iPads and other devices across the curriculum;
- Assist with maintaining student assessments and records (inc. Sims, Seesaw and Tapestry);
- Supervise students' learning in the event of a teacher being absent from a lesson/part day;
- Attend and contribute to class/year group planning and pastoral meetings as required by the CT/YTL.



### **Pastoral Care of Students**

- Assist in the social and emotional development of students under the direction of the CT and/or YTL;
- Follow all policies and procedures related to students' pastoral care and development;
- Act as a role model for students in terms of attitude, dress, organisation and personal conduct;
- Use the school's rewards and sanctions effectively to recognise students' effort and encourage good choices;
- Support students effectively with emotional, friendship or behavioural difficulties as per school policy;
- Ensure the well-being and safety of all students through undertaking required training and following the DCI Safeguarding Framework and related DCSL policies and procedures;
- Assist with lunchtimes routines in the Dining Hall and transitions to/from other areas of the College;
- Undertake two after-school activities per week or other 'enrichment' activities in lieu;
- Undertake three weekly playground duties (or similar).

### **Administrative duties**

- Prepare and present displays of students' work;
- Assist with the preparations and paperwork for day trips and residentials;
- Organise equipment, set up teaching areas and prepare materials for lessons;
- Assist with compiling, updating and publishing student assessments and school reports;
- Submit reimbursement claims or similar for teachers.

### **Professional Standards and Quality Assurance**

- Support the aims and ethos of the College at all times;
- Follow all school policies and procedures;
- Set a good example in terms of professional dress, punctuality, work ethic and attendance;
- Attend and contribute to team and staff meetings as required to attend;
- Attend and contribute to professional training as required to attend;
- Undertake student supervision duties as may be reasonably assigned by the HoP, including bus duties;
- Report any Health and Safety concerns around the school immediately.

### **Safeguarding**

Dulwich Teaching Assistants are committed to safeguarding and to promoting the welfare of children and young people. They assist in ensuring a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing both on the College premises and when they are engaged in authorised College activities elsewhere. They will:

- Act in the best interest of students at all times and follow safeguarding policies and procedures;
- Report all concerns regarding a student or adult associated with the College as per the College safeguarding policy.



**Appendix:**

Below is a selection of duties that many Teaching Assistants carry out. This is not an exhaustive list and duties vary during the academic year and across Key Stages and Year Groups.

- Setting up and maintaining learning areas, book corners, displays of children's learning and other specialist learning areas in the school as required;
- Assist in collecting money, permission slips for trips and the such like;
- Eating lunch with students encouraging good table manners and healthy eating;
- Assisting children with lost property and their personal organisation of belongings;
- Assisting young children with aspects self-care where they cannot do so independently;
- Photocopying resources for lessons and other purposes;
- Record keeping and filing of confidential documents and materials;
- Invigilating tests and conducting one to one assessments (ie phonics or Timetables Rockstars);
- Assisting students and other staff with simple IT issues in the classroom where appropriate;
- Ordering classroom supplies and equipment, stocktaking and assisting with international orders;
- Cataloguing, preparing, issuing and maintaining equipment, books and materials;
- Assisting with inputting, filing and checking student data and reports on school management systems;
- Escorting children around the school, on day trips and residential;
- Helping to maintain reading records, journals and assisting with the borrowing of reading books;
- Assisting parents with minor issues such as lost property, pick up arrangements etc;
- Assisting with translating for teachers during parent meetings and/or by telephone or email;
- Assisting with assemblies and special events.

And any other job or function reasonably requested by the person to whom you report or Head of Primary School.