



JOB DESCRIPTION

POST TITLE: Teaching Assistant/Primary Extra Time Assistant

RESPONSIBLE TO: Head of Primary

HOURS OF WORK: TA 11:30am – 3:30pm
PET Assistant 3:30pm-5.30pm

DUTIES & RESPONSIBILITIES:

TEACHING ASSISTANT

- Assist with the welfare and pastoral care of the pupils at all times and immediately report any concerns to the Head of Primary or Assistant Heads
- Assist staff with planning and organisation of all lessons and the preparation of resources.
- Supervise and provide learning support for pupils with or without special needs.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Encourage pupils to interact with the class and engage in activities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise.
- Create and maintain an orderly and supportive environment, undertaking administrative tasks as needed.
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Maintain discipline and good behaviour in accordance with the school rules and policies.
- Support the use of technology in learning and develop pupils' competence and independence in its use.
- Prepare resources required for learning activities and assist pupils in their use.
- Uphold policies and procedures relating to child protection and data protection.
- Supervise pupils before school, after school and on school trips.
- Listen to individual children read, support further learning and effectively record progress in a child's reading diary.
- Support the classroom teacher by working with small groups of children requiring additional or more individual help.
- Administer First Aid and to ensure First Aid kits are complete.
- Administer medication within the school's policy.
- Complete accident forms following treatment given.

- Supervise ill children until they are collected. To contact parents, after consultation with the Head of Primary, to ask them to collect their child from school if ill.
- Accompany children on outside visits/residential excursions.
- Provide short-term cover for staff absence, including the marking of children's work if necessary.
- Be involved in extra-curricular clubs and playground duties on a rota basis.
- Assist with swimming when required, taking pupils to the pool and assisting Senior PE staff with PE lessons.
- Take responsibility for your own CPD and participate in a performance management review scheme.
- To communicate effectively with children, staff and parents.
- To be flexible to move across the whole Primary age range if needed.

Are you a good fit for a Primary Teaching Assistant job?

To succeed in a job as a Primary Teaching Assistant you will need to draw upon your own personality, passion and knowledge. You will need to have:

- A good understanding of the national Key Stage (KS) curriculum and child development and learning.
- The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs.
- The ability to provide varying levels of individual attention, reassurance and support with learning tasks as appropriate to pupils' needs.
- The ability to monitor a pupil's response to learning activities and modify or adapt the activities to achieve the intended learning outcomes.
- The ability to provide constructive feedback to pupils in a way that reinforces self-esteem, handling complex and sensitive issues with empathy and understanding.
- An interest in continuing your personal and professional development, self-evaluating learning needs and actively seeking new teaching methods.
- The ability to use a computer and the main office software packages competently such as Microsoft Excel, Word and PowerPoint.

Qualifications, Licences and Certifications

The following qualifications are commonly sought in Primary Teaching Assistants as they demonstrate that you can exercise the expected standard of professional conduct. We are therefore seeking a qualified teaching assistant at either level 2, 3 or level 4. Salary will be dependent on experience and qualifications.

- 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics.
- Previous experience in supporting children of relevant age.
- Fluent level of English, both spoken and written.
- Level 2 Award in Support Work in Schools.
- Level 2 Award/Certificate in Supporting Teaching and Learning in Schools. (Induction Training for Teaching Assistants & Support Staff).
- Level 3 Award/Certificate in Supporting Teaching and Learning in Schools.
- Level 3 Diploma in Specialist Support for Teaching and Learning in Schools.
- Level 4 Higher Level Teaching Assistant Certificate.

LUNCHTIME SUPERVISION

Supervision of dining areas

- Control and supervise queues to dining area.
- Assist pupils, where necessary, with the proper use of cutlery and the cutting up of food.
- Promote good manners, the eating of a balanced diet and sensible behaviour at the table.
- Supervise and assist pupils in the dining hall as they collect, eat and clear away their lunch.
- Ensure the removal of food and litter in the dining hall by pupils to maintain a high level of cleanliness.
- Encourage pupils to leave the tables clean and tidy, and to return their trays properly.
- In the event of any spillage, to take action immediately to avoid possible accidents.

Supervision outside of dining areas

- Arrange your supervision to ensure you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained and proper use of play equipment.
- Supervise safe and sensible play on the trim trail. Pupils are not allowed to use the equipment without adult supervision.
- Be proactive in situations so that the risk of accidents and injuries are minimised.
- Regularly rotate activities on offer to the pupils and ensure the resources are used as intended and stored neatly.
- Encourage positive social skills and good behaviour.
- Promote the inclusion of all pupils and note those who are on the fringes.
- Monitor patterns of problem behaviour amongst groups or individuals and pass on information as necessary to the class teacher in the first instance and the Assistant Head of Primary if concerns are persistent.
- Report to the class teacher or Assistant Head of Primary any incidents where:-
 - Pupils have acted in a manner deemed to be a danger to themselves and/or others
 - Pupils have acted in an inconsiderate or discourteous manner
 - Pupils have disobeyed the school rules
 - Any concerns you may have about any pupil or group of pupils

Supervision during inclement weather

- Supervise pupils in allocated areas during inclement weather.
- Arrange and supervise classroom activities.
- Promote and safeguard the welfare of the children that fall under your responsibility or that you come into contact with.

First Aid

- Ensure a first aid kit is available and deal with, administer, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the pupils during lunchtime.
- To care for pupils who are unwell or have a toileting accident.
- Take appropriate action to clean-up after sickness or toileting accidents.

General

- Respect confidentiality of sensitive information divulged by staff, parents/carers and pupils.
- Attend school based meetings when required.
- Undertake training sessions as requested including first aid training.
- Other duties as may reasonably be requested by the Head of Primary or member of the Primary Leadership Team within the range of the salary scale.
- Follow School Policies and Procedures and adhere to Health and Safety procedures.

PRIMARY EXTRA TIME

- On a rota system collect food trolleys from the main school kitchen.
- Assist with setting of out tables for children's tea time and tidying up afterwards.
- Provide care for children who are unwell.
- Provide a safe and secure environment for children.
- Assist with caring for, playing with and entertaining the children.
- When required assist with preparing and serving food.
- Set out tables for activities and assist in providing a wide variety of activities for the children to do.
- Supervise children when visiting the toilet and ensure personal hygiene routine is carried out.
- Collect children from Infants and Junior School classrooms when necessary.
- Ensure a recognised family member or friend collects the children.
- Supervise children when playing outside or inside the school.
- Assist the Primary Extra Time Co-ordinator.
- Liaise with parents/carers in a professional manner.
- To attend any training and meetings as required.
- Attendance at training and preparation days before or during term time is also expected.

This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job descriptions will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

Derby High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo vetting checks appropriate to the post and will be subject to an enhanced DBS check.