ELTHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL
SINCE 1814

Roper Street
Eltham
London SE9 1TR

T 020 8850 1528
E sao1@elthamce.greenwich.sch.uk
www.elthamcoeschool.co.uk

JOB DESCRIPTION

Title: Teaching Assistant

Hours: 30 per week – term time only

Grade: Scale 3

Section: Education

Reports to: Class Teacher, Senior Leadership Team & SENCo

MAIN PURPOSE OF THE JOB

To provide practical assistance to the line manager in the School/service in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils.

To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. This may, at times, mean that the Teaching Assistant has responsibility for managing different initiatives and other projects.

Supporting pupils on the special educational needs register as required

TASKS

1. Assisting the Teacher to prepare and adapt learning materials to meet identified learners needs.

2. To prepare classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design, adapt other materials where necessary.

3. Assisting the Teacher in the planning and delivery of class activities at prescribed Key Stage levels.

4. To support pupil progress by delivering literacy and numeracy activities and interventions and to work with individuals and small groups on specific activities that may be under the guidance of the Teacher or other lead person.

5. Assisting the teacher to supervise and support pupils' individual support plans (including EHC Plans). To contribute to observations and records on an individual's progress producing written reports where necessary.

6. To contribute to the management of pupil behaviour, and the completion of incident report forms.

7. To pass on information about pupils personal and educational needs to parents, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment recording and reporting of pupil progress. Reporting to the Teacher and giving feedback to pupils on their progress.

8. To act as a mentor to other Teaching Assistants.

9. To administer tasks and tests and to contribute to the assessment and reporting of the National Curriculum levels.

10. To organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary.

11. To support the pupil in physical activities (e.g. PE, drama, etc) as required.

12. To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times.

13. To undertake training and attend INSET days in accordance with contractual arrangements. To contribute to whole school policies.

14. Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.

15. To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.

16. To support the school's/borough's equal opportunities policies.

Other: Assisting with any other duties of a similar level of responsibility as required to ensure the efficient and effective running of the school.as directed by the Head Teacher, or Deputy Headteacher.

PERSON SPECIFICATION

Post: Teaching Assistant	**Grade**: Scale 3
Hours: 30 per week - term time only	**Reports to**: Class Teacher/Phase Leader/SENCo

EXPERIENCE (Essential Requirements)

Experience of working with children would be an advantage

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ2 or 3 or similar qualification is desirable
Good numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

- Has the ability to work as part of a team, under direction of the Phase Leader/Class Teacher
- Has the ability to use initiative when required
- Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents
- Is flexible, patient and reflective and is committed to their own continual professional and personal development
- Values and respects the views and needs of children
- Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children
- Has a commitment to the protection and safeguarding of children
- Is willing to work within organisational procedures and processes and to meet the required standards of the role
- Has good IT skills and is able to use these to support children's learning
- Has a sense of humour

DATE DRAWN UP: 2013 **NAME: Matthew Bulpitt**

JOB TITLE: Executive Head