

# St Leonard's C.E. Primary School

*"Nurturing Faith and Inspiring Success"*



Mitcham Lane, Streatham, SW16 6NP  
Telephone: 020 8769 2712 Fax: 020 8664 6025  
www.st-leonards.lambeth.sch.uk  
Email: mgr@st-leonards.lambeth.sch.uk

Headteacher: Mr Simon Jackson BAQTS (Hons) NPQH  
Deputy Headteacher: Mr Tony Pizzoferro Cert. Ed. Dip. Ed.

## St. Leonard's Church of England Primary School

### JOB DESCRIPTION

**Job Title:** Teaching Assistant  
**Responsible to:** Class teacher/Deputy Head teacher

**Grade:** Point 5- 6

### Main Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

As part of a team of Midday Supervisors to supervise and control pupils during the midday break. To encourage and contribute to the organisation of constructive play activity.

### Teaching Assistant – General

### Main Responsibilities and Duties

#### Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

#### Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collating children's reports etc.

#### Support for the Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use



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## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

## Equal Opportunities

- To implement the Council/School's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

## Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

## Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

## Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

## Ethos statement

- Recognising our historic foundation, we will reserve and develop our religious character in accordance with the principles of the Church of England and in partnership with our Parish Church and the Diocese of Southwark.  
Serving our community by providing education of the highest quality within the context of Christian belief and practice. We will encourage and nurture an understanding of the Gospel, promoting the Christian values of Faith, Hope and Love to all our pupils and their families.  
Therefore members of staff are expected to have regard for the Christian character of the school and its Foundation, enabling children to benefit from a high quality of education in a distinctly Christian environment.



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## Teaching Assistant – General

### Post: Teaching Assistant

<b>Experience</b>	<ul style="list-style-type: none"><li>Working with or caring for children of relevant age</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this</li><li>Completion of DfES Teacher Assistant Induction Programme</li><li>Participate in development and training opportunities</li></ul>
<b>Knowledge/Skills/ Personal qualities</b>	<ul style="list-style-type: none"><li>Appropriate knowledge of first aid</li><li>Use basic technology – computer, tablet, mobile devices photocopier</li><li>Ability to relate well to children and adults</li><li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li><li>Be able to model standard English correctly</li><li>Be able to maintain a professional appearance</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li></ul>



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