



The Dixie Grammar
Junior School and Nursery

THE DIXIE GRAMMAR JUNIOR SCHOOL AND NURSERY

JOB DESCRIPTION FOR A TEACHING ASSISTANT IN THE JUNIOR SCHOOL AND NURSERY

This may be amended subject to the possibility of leading the After School Club.

Job title:	Teaching Assistant
Responsible to:	Head of the Junior School and Nursery
Monday:	8.30 - 4.30
Tuesday:	8.30 - 4.30
Wednesday:	8.30 – 5.00
Thursday:	8.30 - 4.30
Friday:	8.30 - 4.30

Job purpose: To work with guidance from teaching staff and on own initiative, to undertake work/care/learning programmes, to enable access to learning for pupils and to assist the EYFS team in the management of pupils and the classroom.

Work may be carried out in the classroom or outside the main teaching area

1. Support for pupils

- 1.1 Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- 1.2 Assist the teacher with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- 1.3 Establish constructive relationships with pupils and interact with them according to individual needs
- 1.4 Promote the inclusion and acceptance of all pupils
- 1.5 Encourage pupils to interact with others and engage in all learning activities led by the teacher

- 1.6 Set challenging and demanding expectations and promote self-esteem and independence
- 1.7 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- 1.8 Supporting the children in becoming more independent in toileting and changing for PE

2. Support for teachers

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 2.2 Assist with the planning of learning activities – tracking children's independent learning
- 2.3 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 2.4 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- 2.5 Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 2.6 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 2.7 Establish constructive relationships with parents/carers
- 2.8 Provide clerical/admin support e.g. photocopying, filing, preparation of learning resources by negotiation with the teaching staff

3. Support for curriculum

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- 3.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- 3.5 Making observations and recordings for progress and evidence gathering

4. Support for school

- 4.1 Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 4.2 To adhere to the instructions and guidance in The Dixie Grammar School's Staff Handbook.
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 4.3 Contribute to the overall ethos/work/aims of the school
- 4.4 Appreciate and support the role of other professionals
- 4.5 Attend and participate in relevant staff meetings and Open Mornings and marketing events as required
- 4.6 Participate in training and other learning activities and performance development as required
- 4.7 Assist with the supervision of pupils at before school, at playtimes, serve lunches and supervise in the dining room where necessary
- 4.9 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher