

Meridian Primary School
Job Description – Teaching Assistant

Purpose of job:

- Improving learning outcomes for children;
- Ensuring children are safe, happy and secure in line with the school's ethos and policies;
- Supporting children to become independent learners and access the curriculum;
- Supporting children's play, healthy eating and positive social interactions.

Specific responsibilities:

School values

- Have a commitment to the school's ethos and values (creativity, inclusion, equality, aspiration and nurture) and demonstrate these in everyday practice;
- Have high expectations of all children, supporting the identification and removal of barriers to learning to ensure that they achieve their full potential;
- Building and maintaining fair, respectful, trusting, supportive and constructive relationships with children, ensuring that their emotional well-being is nurtured;
- Being pro-active in building and maintaining relationships with parents, teachers, other staff members, governors and outside agencies who visit the school;
- Promoting the whole school rules and encouraging high standards of behaviour through using the school's behaviour policy consistently. This includes setting, modelling and reinforcing high expectations in a positive manner.

Teaching and learning

Under the direction and guidance of the class teacher and SENCo -

- Support children in developing independent learning skills and managing their own learning through high quality support and questioning which responds to their needs – including by supporting and guiding children to reflect on their own learning and identify the progress they have made;
- Support children in developing the Meridian characteristics of resilient learners (persistence, curiosity, resourcefulness, reflection and focus);
- Deliver structured interventions which accelerate children's progress and liaise with the class teacher to ensure that explicit connections are made between any interventions and classroom work;
- Contribute to discussions and planning meetings which inform lessons and accelerate progress;
- With support and training from the SENCo and Lead Teacher of the Deaf, promote equality and inclusion including through an understanding of 'Dyslexia Friendly Teaching' and 'Deaf Awareness';
- Implement IEPs (Individual Education Plans) and manage the learning of individuals and groups effectively, both in the classroom, playground and on school outings;
- Carry out observations, assessments and record-keeping to monitor children's progress and development and provide colleagues with constructive feedback;
- Support class teachers in preparing and adapting resources and developing the learning environment.

Children's health and well-being

- Build and maintain fair, respectful, trusting, supportive and constructive relationships with children, which contribute to their emotional well-being, including through being approachable and engaging children in conversations;
- Leading and supervising play with individual children and groups of children in the playground, or in the classrooms during wet play, and teaching children to play independently;
- Where necessary, help children to resolve conflict in a positive manner;

- Contribute to identifying and supporting children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and know when to refer matters to other colleagues;
- Contribute to ensuring a safe environment, identifying and reducing potential risks, following the school's safeguarding policies and reporting to senior staff members where appropriate;
- Support children with their personal hygiene, attend to minor incidents and injuries and refer to the school's First Aider where appropriate;
- Supporting children in developing their independence during mealtimes and when directed, supervise healthy eating in the dining hall. This includes encouraging children to choose and eat an appropriate amount/range of food/drink; teaching children to cut up food and open packaging; encouraging children to take responsibility for their own belongings and to tidy away;

Communicating and working with others

- Recognise and respect the contributions that colleagues, parents/carers, and governors can make to the development and well-being of children. Have a commitment to collaborative and co-operative working where appropriate;
- Be pro-active in building and maintaining relationships with staff and parents;
- Work flexibly as part of the whole school team and communicate effectively.

Personal professional development

- Evaluate your own performance and be committed to improving your practice through appropriate professional development including attending training and INSET days;
- Act upon advice and feedback and be open to coaching and mentoring.

Other

- Assist with any other duties of a similar level of responsibility as directed by the Headteacher.