

## ***Job Description***

| <i><b>Title</b></i>                          | <i><b>School:</b></i>             | <i><b>Salary:</b></i>  | <i><b>Full time</b></i> |
|--|-----------------------------------|--|-------------------------|
| <b>Teaching Assistant –<br/>Foundation 1</b> | <b>Netherfield Primary School</b> | <b>Grade 3, Scale Point 5-6<br/>£18,795 - £19,171 pro rata</b> | <b>Term time only</b>   |

### ***Job Purpose***

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils, to lead a group of F1 children and provide general support to the teachers in the management of pupils and the Foundation Unit. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

### ***Key Responsibilities***

1. Supervising and providing particular support to pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Establishing a constructive relationship with pupils and interact with them according to individual needs.
3. Promoting the inclusion and acceptance of all pupils.
4. Encouraging pupils to interact with others and engage with activities.
5. Working to establish a constructive and supportive relationship with the children and their parents/carers and families.
6. Setting challenging and demanding expectations and promote self-esteem and independence.
7. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work.
8. Supporting pupils in their learning in all areas of the curriculum
9. Working with and acting upon guidance provided by teachers and other professionals/outside agencies
10. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use

### **General Responsibilities**

11. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
12. Contribute to the overall ethos/work/aims of the school
13. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
14. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
15. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
16. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
17. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
18. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement