



Bransgore CofE Primary School

Title: **1-1 Teaching Assistant**
Location: Bransgore Primary School, Ringwood Road, Bransgore, Dorset, BH23 8JH
Responsible To: Headteacher, Deputy Headteacher, and Classroom Teacher

Function

To work under the direction of the Headteacher, Deputy Headteacher and Class teachers, promoting and supporting the learning of children. Helping to provide a positive and rich learning environment throughout the school.

General Duties

The actual duties performed from day to day will depend upon the circumstances prevailing at the time and may be drawn from the following:-

Teaching Assistant

Work with individual child as directed by the Class Teacher, or Line Manager (am) working with groups of children for defined activities (pm), assist in ensuring pupils are kept on task and complete activities set by teachers.

Deal with behavioural and special needs issues in conjunction with the teacher or Senior Management.

Assist with the supervision of pupil on their arrival/departure and during school.

To support the child with personal care in line with the schools Intimate and Personal care policy.

To record observations on child's learning and progress as directed by the Class Teacher/Line Manager.

Make and display teaching aids. Prepare equipment and materials for learning.

Prepare and store general equipment used within the classroom including books.

To carry out any other duties commensurate with the level of responsibility of the post as directed by a Class Teacher or other senior member of staff.

To report to a Class Teacher or School Management, any item of equipment or situation which may constitute a hazard to the health and safety of children and staff.

To participate in arrangements for appraisal of their performance.

To undergo training as required to enable the efficient and correct discharge of their duties.

Break and Lunchtime Supervisor

To supervise child/children during break and lunch times.

As a play Supervisor to initiate purposeful play activities for the child in the playground.

To manage child by engaging in play activities during wet (indoor) break/lunch times.

Expectations

All school staff are required to respect confidentiality of information concerning children, families, staff and school matters of which they may become aware during the course of their duties.

To follow our school Behaviour Policy at all times.

To follow our school guidelines for Health, Safety and Child Protection, Code of Conduct.

Teacher Assistants are required to take annual leave during the school holiday periods. Holidays in Term Time are not permissible.

The post holder is responsible for ensuring that all school child protection policies are adhered



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to and concerns are raised in accordance with these policies.