

Orchard Fields Community School

KS2 Teaching Assistant

Job Description

This job description is written in accordance with recommendations in the Conditions of Service handbook.

Purpose:

With support and guidance from class teacher, to be responsible for the education of a groups of children, providing a broad based curriculum which takes account of the legal requirements of the National Curriculum/ Early Year Framework and the school policies and guide lines.

To be an active member of the school and share responsibilities, skills and expertise when required.

Position in organization:

The Teaching Assistant will be accountable to families, the school staff, the governors and may be asked to support in coordinating a subject area

The Teaching Assistant will be specifically responsible for the assigned/groups of pupils in her/his class and have general responsibility for all the children in the school with regard to behaviour and discipline.

Responsibilities:

The Teaching Assistant is expected to:

- Be available for work for 195 days in any school year as specified by the head teacher
- Be prepared to cover class teacher for short periods of time
- Provide a stimulating learning environment for the children which is in accordance with the health and safety requirements and have responsibility for the monitoring and maintenance of any resources used in the classroom.

- Ensure that afternoon intervention planning is completed weekly and daily as directed by the class teacher and that it reflects the requirements of the National Curriculum
- Maintain records for each child and ensure that assessment activities are carried out in order to promote continuity of learning and assessment within the school. Promote positive behaviour and have good classroom management skills.
- Ensure that the school safety policy and procedures are followed in order to keep children and adults safe.
- Ensure all other policies and procedures are adhered to as specified in the induction audit
- Liaise with the class teacher and SENCo on providing support and a differentiated curriculum for children with special educational needs.
- Liaise with SENCo to prepare reports for the outside agencies who can provide expertise for children experiencing difficulty.

Relating to the whole school.

The Teaching Assistant is expected to:

- Promote a friendly welcoming climate.
- Ensure consistency of practice across the school.
- Help maintain good order and discipline throughout the school.
- Participate in school related administration and organisational tasks such as registration, playground duty, etc.
- Play an active role in attending courses relevant to personal and professional development and/or the needs of the school.
- Attend parent meetings and consultations as required.
- Support the school in its links with the wider community.

Planning and preparation time

The Teaching Assistant will:

- Be allowed reasonable periods of time, PPA time if applicable, to enable them to carry out their duties - planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of children and assessments and reports for specified groups of children.

Signed

Date.....