



<b>Glen Park Primary School Teaching Assistant Job Description</b>		
<b>Name:</b>		
<b>Line Manager:</b>	<b>Grade/Scale:</b>	<b>Annual Hours:</b>
<p>The following is an outline of the range of duties that can be expected of Teaching Assistants. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level of responsibility entailed.</p>		
<p><b>Job Purpose:</b> To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and in the management of the classroom. The work may be carried out in the classroom or outside the main teaching area:</p>		
<p><b>Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>• Attending to the pupils personal needs, and implementing related personal programmes, including social, health, physical, hygiene which may include intimate care</li> <li>• Assist the teacher in the management of pupils and the management of the classroom</li> <li>• Assist the teacher with the planning of learning activities</li> <li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>• Undertake pupils record keeping which will include recording pupils responses to learning activities</li> <li>• Promote self-esteem and independence</li> <li>• Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents</li> <li>• May be required to demonstrate own tasks to new starters or less experienced members of staff</li> <li>• May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing</li> <li>• Undertake other duties appropriate to the grade of the post</li> </ul>		
<p><b>Demands:</b></p> <ul style="list-style-type: none"> <li>• Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards.</li> <li>• Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort. Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons.</li> <li>• There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</li> </ul>		
<p><b>Skills and Technical Competencies</b></p> <ul style="list-style-type: none"> <li>• Post holder will be required to use interpretation skills in order to solve straightforward problems</li> <li>• Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.</li> <li>• Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier</li> </ul>		
<p><b>Corporate Standards:</b></p> <ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Plym Academy Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>		

Signed: Teaching Assistant	Signed: Head Teacher
Date:	