

# Ibstone CE Primary School

## Teaching Assistant

### **JOB PURPOSE**

- To provide support as the Teaching Assistant in Year 3/4 class under the direction of the class teacher or headteacher
- To assist in the support and inclusion of children with Special Educational Needs (SEN) and/or diverse learning needs within the school.

### **DUTIES AND RESPONSIBILITIES:**

The post holder may be expected to work with individual children having special, or particular, needs and/or groups of children – as directed. The following does not represent an exhaustive list but gives an indication of the role of the post.

#### **Classroom Preparation**

- To prepare classroom and associated area for use, setting out equipment, apparatus etc. To put away materials after use and ensure classrooms and associated areas remain tidy.
- To assist with the photocopying and the making of work or topic cards/sheets/books and other teaching aids – as necessary.

#### **Planning and organisation**

- To assist with the general management and organisation of children and resources/equipment which relate to the support of children.

#### **Working with Children**

Under the guidance /direction of relevant member(s) of the teaching staff:

\* To work with individuals or groups of children on specific activities, such as:

- reading, writing, mathematical activities
- practical, creative, recreational activities
- the use of specialised equipment e.g. computers / iPads

\* To assist with the supervision of children:-

- during School Worship
- playground duty
- on outings and educational visits

\* To assist children with:

- toileting
- the attainment of personal hygiene skills
- the removal/ replacement of clothing/ footwear
- to ensure a child takes his/her medicine at specified times (when applicable)

#### **Assessment of Children**

- The general observation of children, giving feedback to staff – as relevant.
- To bring to the class teacher's attention any needs, difficulties, problems identified whilst working with children
- To provide any relevant information for the annual review process and/or case conferences.

#### **Care and Welfare**

- To assist with support care/first aid - when necessary. Similarly to enter details of accidents in the record book and to deal with minor medical needs - such as checking phonic ear, hearing aids etc. When necessary, to issue prescribed medication - in line with the Schools policy and procedures and following prior agreement with the parent(s).
- To ensure Health and Safety regulations are complied with at all times.

**Professional Relationships**

- To maintain a supportive and positive relationship with all colleagues.

**Administration**

- To undertake specific administrative tasks - associated with those children receiving special care or attention - as relevant and directed.
- To undertake any other reasonable non-teaching duties as directed by the Headteacher.

**Other Associated Tasks**

Such as:

- attending relevant courses/training to develop experience and broaden awareness
- participating in all aspects of School life
- reinforcing the standards and expectations that exist within the School
- to ensure that confidentiality is maintained at all times.
- to promote the positive image of the School within the local community.
- to participate with the School's appraisal process.

**The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.**

**Teaching Assistant****Head Teacher**

Name:

Signed:

Signed:

Date: