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# Christ Church Primary School

Christ Church Hill, London, NW3 1JH

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## JOB DESCRIPTION FOR TEACHING ASSISTANT

### **General Responsibilities for a Teaching Assistant**

The teaching assistant is an employee of the Governing Body and is required to carry out his/her duties within the framework of national legislation and school, Local Authority and LDBS policies and guidelines. These include complying with Health and Safety, Equalities and Safeguarding policies.

#### 1. Teamwork and communication

The teaching assistant will work in positive and courteous liaison, contact and cooperation with

- other members of the staff team
- members of Local Authority or LDBS support team
- organisations and networks relevant to primary school teaching and learning
- parents, governors and the local community

#### 2. Supporting learning and progress – in class

- Take direction from the class teacher on how best support learning in class.
- This will include working with groups or individual pupils or supervising a larger group.
- This will include providing support to pupils with individual needs such as the most able in a class, those with Special Educational Needs and those who are learning English as an additional language.
- This will include supporting learning in key skills in English and Maths and also supporting learning across the full primary school curriculum.
- Provide feedback to the class teacher, both orally and in writing, on the attainment and progress of pupils you have supported.
- Show initiative in giving help and support to pupils who need it without explicit direction.

#### 3. Supporting learning and progress – intervention programmes

- Take direction from the class teacher and inclusion leader on running 1:1 or small group intervention programmes for pupils with individual needs. This may include 1:1 reading, working on a specific daily spelling or maths programmes for example or teaching key words.
- Provide feedback to the class teacher, both orally and in writing, on the attainment and progress of pupils you have supported. This will often be in a defined format and will then be available for parents.

#### 4. Behaviour, relationships and pastoral care

- Support other members of staff in maintaining good order and discipline in the class and show respect for and promote the rights and responsibilities for all in the school community.
- Promote understanding of and follow the school's behaviour policy and guidelines. This includes the promotion of key, consistent behaviour boundaries and the maintenance of appropriate distance in your relationships with pupils.
- Be proactive in promoting the positive behaviour of all the children in the school, including during playground duties.
- Develop positive relationships with pupils, parents and other members of staff.
- Support the pastoral care of all pupils, liaising with the head teacher and other members of staff where appropriate.
- Provide basic first aid within the limits of your current training to pupils.

#### 5. Administrative and practical support for teachers

- Provide wide-ranging and effective administrative support as directed by teachers.
- This will include preparation of resources, display of pupils' work in books and on wall displays, marking pupils' work as directed by teachers and within the confines of the school's marking and feedback policy, keeping class records, organisation of classroom and school resources.
- Take responsibility for the safe and tidy organisation of an area of the school's central resources.
- Support, as directed by the school's leadership team, on school trips and with the organisation of whole school events.

#### 6. Supervision – playground and lunchtimes

- Provide active supervision in the playground and during lunchtimes in the hall, following school practices and behaviour policy at all times.
- Promote positive and inclusive play.
- Promote healthy eating and lifestyles.

#### 7. After school/breakfast clubs

- *There may be opportunities for teaching assistants to lead and support the running of after school or breakfast clubs.*
- *After school clubs are run with the agreement of the head teacher and are paid separately in accordance with the school's agreed pay policy.*

#### 8. Training and Continuing Professional Development

- Contribute to school meetings, training sessions and INSET, reflecting on your own experience and supporting and learning from others to make improvements
- Participate in relevant school-based and external training
- Participate in appraisal and monitoring activities, following statutory and school policies.

#### 9. School ethos and RE teaching

- Support the school's ethos and aims as a Church of England School.
- Attend assemblies, collective worship and school church services.
- As directed by class teachers, support the teaching and learning of RE in the school, which includes teaching and learning about Christianity and other world faiths.

#### 10. Equality policies

- Carry out all tasks with due regard to school and Local Authority equalities policies and regulations.

#### 11. Learning environment and health and safety

- Contribute to the maintenance of an attractive, stimulating and safe learning environment in the classroom and school site as a whole.
- Have high regard to all relevant risk assessments and other guidance to ensure health and safety is given the highest priority.

#### 12. Safeguarding

- Ensure that the safety of pupils in the school is of paramount importance
- Follow and support the school's agreed safeguarding and child protection and related policies at all times
- Report any concerns regarding children's welfare to the school's designated teacher for child protection immediately.

This job description will be reviewed regularly to take into account changes in legislation, school policies and the abilities and wishes of the post holder.

March 2016



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## PERSON SPECIFICATION FOR TEACHING ASSISTANT

Essential	Desirable	How will we evaluate this?
High level of spoken and written English. Confident and competent maths skills.	Higher level qualifications, including degree level qualification.	Application form Interview task Interview
Interest in working with children and supporting children's learning.	Interest in moving on to pursue a career in primary teaching in the future.	Application form Interview
Some experience working with children in the primary age range.	Experience of working within a primary school setting.	Application form
Ability to engage with and enthuse children.		Observation with group of children
Ability to demonstrate the key skills needed to work within our busy school: flexibility organisation and prioritisation team work good time keeping sense of humour showing initiative		Interview Application form

The candidate will also have to undergo an enhanced DBS (Disclosure and Barring Service) check and other pre-employment checks.