

FORT ROYAL COMMUNITY PRIMARY SCHOOL

POST TITLE: TEACHING ASSISTANT GRADE 1 – CLASS BASED

Conditions of Service: NJC for Local Government Services
Term Time only

Point Range: 2-4 plus SNA

MAIN PURPOSE OF JOB

To support the ethos of the school and work supportively with the classroom teacher in their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

RESPONSIBILITIES, DUTIES AND TASKS

Under the direction and control of the classroom teacher or Lead Teaching Assistant:

- Support your teacher and your Lead Teaching Assistant to deliver and organise the learning for pupils in your class including including in specialised areas, for example, outdoor learning, swimming and PE.
- Ensure that pupils are supported in their learning and care as needed but also ensuring that their independence and general development is also supported.
- Have an understanding of the curriculum, the assessment framework (short and longer term) for each individual pupil.
- Take a collective responsibility to ensure that risks are identified and managed and that the pupils are cared for both in terms of wellbeing and physically by following individual plans and strategies including using the whole school electronic system (CPOMS).
- Support with the location/creation of resources and learning materials including individual resources and materials.
- In liaison with class teacher and Lead Teaching Assistant, assess and record pupils work and progress.
- Use I.C.T to support children's learning.
- Support communication by using a total communication approach.
- Assist at an appropriate level with the provision of general care and welfare of children including:
 - i. Assistance with the personal care routine, e.g. toilet training, changing of any children, dressing and undressing and feeding
 - ii. The changing of soiled clothing including its disposal in an appropriate way;
 - iii. Assisting with children's injuries and, where qualified, administering basic first aid;
 - iv. Assisting with the identification and monitoring of children's general health and welfare in line with the schools safeguarding policies and procedures.
- Take an active interest in your own professional development and seek to develop your knowledge and skills in all required areas.

GENERAL DUTIES

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

QUALIFICATIONS REQUIRED

No specific qualification required.

RESPONSIBLE FOR SUPERVISION AND MANAGEMENT OF

None

REPORTING TO

Classroom teacher/lead classroom teaching assistant

CONTACTS

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Contacts include: pupils, classroom teacher/Lead Teaching Assistant, other teaching assistants. Parents and other stakeholders.

APPRIASALS

Annual appraisal involving an evaluation of feedback from class teacher and Lead Teaching Assistant, as well as self-reflection against relevant standards and your capacity to support the school priorities.

NOTES

- This post is subject to a criminal record check.
- The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.
- The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

Prepared by: SLT

Date: February 2024

I have read and understood this job description.

Signed:

Date: