



The Hampshire School
C H E L S E A

TEACHING ASSISTANT

JOB DESCRIPTION

Purpose of Job

- To support the teachers with day to day organisation, duties, display, planning, teaching and learning (including supporting pupils who require enrichment).
- To support teaching and learning in order to raise the standard of pupils' achievements, particularly in literacy and numeracy.
- Take responsibility for promoting and safeguarding the welfare of children within the school.
- To maintain behaviour expectations promoting positive behaviour.

Key Responsibilities

With the support and supervision of the Class Teacher, the Teaching Assistant will:

- To work with individual pupils and groups, under the direction of the Class Teacher, introducing tasks, monitoring pupils' work and using a range of strategies to support their learning;
- To contribute to records of pupils' progress and achievements, as agreed with the Class Teacher;
- To support the education and welfare of the children, in accordance with the requirements of the school in line with school policies and the curriculum;
- To work as a valued member of the school team promoting a positive environment and demonstrating reliability, initiative and creativity;
- To foster an environment in which the children are encouraged in their all-round development and where high standards of education are provided;
- To assist in the planning of activities suitable for the age range of the children;
- To use a range of support methods and resources, ICT, sports equipment appropriate to the needs of individuals and groups, as directed by the Class Teacher;
- To take responsibility for individuals and groups being clear about the learning objectives and assessments required;
- To organise resources ensuring that they are clean, correctly stored with labels and well maintained;
- To supervise pupil's during break times;
- To share responsibility for producing high quality displays and a stimulating and attractive environment;
- To facilitate and supervise wrap around care in the school (mornings/afternoons as required);
- To undertake first aid duties;
- To supervise children awaiting collection, if required;
- To advise the line manager of any matter requiring attention;

- To build a positive relationship with parents/carers;
- To promote the Hampshire Way and aims and objectives of the School.

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- To attend briefings, staff meetings/parental consultations/school events as required;
- To promote the good work of the school in the wider community;
- To support any reasonable request by the line manager and leadership team;
- To contribute to and support the overall ethos/work/aims of the school;
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head;
- To promote the general progress and well-being of individual pupils throughout the school.
- To inform the Head immediately of any concerns regarding the child's welfare;
- To respect the confidentiality of pupil information and respond sensitively to pupils' needs;
- To safeguard every child's health, safety and well-being in line with school policies;
- To be available to work reasonable additional hours as may be required to enable effectively carrying out professional duties;
- To appropriately supervise pupils as directed where necessary when changing for PE and sport activities.

Discipline, Health and Safety

- To maintain, at all times, good order and discipline among the pupils with regard to health and safety.

Training and Development

- To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge;
- To participate in performance management reviews in line with school policy;
- To attend safeguarding meetings/training as required.
- To attend first aid training.

Cover

- To provide cover for absent colleagues at the request of the Head.

Equal opportunities statement

- To adhere to the school's equal opportunity policies and ensure anti-discriminatory practice within the service area.

Commensurate statement

- To undertake any other reasonable duties commensurate with the grade as determined by the Head.

Child Protection

- To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.