

KING ATHELSTAN PRIMARY SCHOOL
JOB DESCRIPTION - TEACHING ASSISTANT

TITLE OF POST	TEACHING ASSISTANT
RESPONSIBLE TO	Headteacher, Deputy Headteacher, Assistant Head, and Class teacher
EMPLOYMENT DUTIES	This job description is to be performed having due regard to the school's aims, ethos and policies. The performance of these duties is under the reasonable direction of the Headteacher and will be subject to specified monitoring and evaluation procedures.
JOB PURPOSE	To provide support for pupils, class teachers and the school in order to raise standards of achievement for all; to encourage pupils to become independent learners; to provide support for their welfare and to support the inclusion of pupils in all aspects of school life.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none">1. To work as part of the staff team at the direction of the Headteacher, Deputy Headteacher, Assistant Head (Inclusion Manager) and class teacher to support learning and teaching provision and pupils' learning.2. To support the ethos and vision of the school through general conduct as well as supporting and contributing to whole school policy and practice.3. Under the guidance of the class teacher, to work with individuals and groups of pupils in and out of class, to help them to achieve learning targets and make expected or better than expected progress.4. To support the assessment of pupils during class lessons and when working with individuals and groups of pupils.5. At the direction of the classteacher to help to organise exciting and purposeful classroom activities and prepare resources.6. To support the teaching of literacy and mathematics, and assist pupils to access the full curriculum.7. To provide additional support for pupils carrying out Wave 2 or Wave 3 intervention strategies, including Read Write Inc, as directed by the Inclusion Manager.8. To provide support for pupils' emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the school's behaviour policy.9. To ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate.10. To communicate and liaise with other members of the school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.

11. To supervise pupils in the playground, or inside if necessary, and organise playtime activities as directed.
12. To attend educational visits and opportunities with the pupils in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
13. To support the creation of an attractive, motivating and informative learning environment in the classroom and designated areas around the school. To support with the organisation of resource areas across the school.
14. To encourage parent/carer involvement and co-operation in school. To contribute to school functions and events where possible, developing strong and lasting relationships.
15. To carry out any of the tasks identified in the workforce remodelling guidance as directed by the Headteacher.
16. To undertake any other reasonable duties from time to time as may be directed by the Headteacher.

PERSONAL RESPONSIBILITIES

In addition to the main responsibilities the postholder will also:

1. Be aware of and follow all key school plans, policies and procedures, in particular Health and Safety and Child Protection procedures.
2. Regularly review own work and practice and participate in the Performance Management process.
3. Within the contracted hours or, for additional remuneration outside of contracted hours by arrangement with the Headteacher, undertake professional development opportunities, including induction training in order to meet personal, school, local or national continuing professional development needs.
4. Within the contracted hours or, for additional remuneration outside of contracted hours by arrangement with the Headteacher, attend staff meetings and training days as required.
5. Be aware of the learning, physical and emotional needs of the pupils.
6. To act in a professional manner at all times and respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. Demonstrate appropriate behaviour and dress code to ensure a professional appearance to parents/carers and pupils.

REVIEW

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder. This job description was last reviewed *May 2016*.

**KING ATHELSTAN PRIMARY SCHOOL
JOB DESCRIPTION - SMSA**

TITLE OF POST **SMSA**

RESPONSIBLE TO **BUSINESS MANAGER/HEADTEACHER**

EMPLOYMENT DUTIES This job description is to be performed having due regard to the school's aims, ethos and policies. The performance of these duties is under the reasonable direction of the Headteacher and will be subject to specified monitoring and evaluation procedures.

JOB PURPOSE The post holder is responsible for providing care for the children in school during their lunch break.

- MAIN RESPONSIBILITIES**
1. Be aware of and follow all key school plans, policies and procedures, in particular Health and Safety and Child Protection procedures.
 2. To prepare for lunch times by ensuring the hall is set up and bringing classes, where appropriate, to the hall.
 3. To supervise the children entering and leaving the hall.
 4. To assist the children whilst eating. This involves encouraging the children to finish their meal, helping the younger children to cut up food into edible pieces, wiping away spillages, distributing water and assisting in any other way that may be necessary.
 5. To help to foster and encourage the social and moral development of the children in the playground by initiating, and being involved with, playground games as far as possible e.g. skipping games, games without equipment, games with equipment etc.
 6. To help to foster and encourage the social and moral development of the children in the classrooms or hall when it is wet outside by initiating and being involved with creative and fun activities as far as possible e.g. colouring, playing board games etc.
 7. To undertake, during and after lunch, any clearing up and cleaning as may be necessary.
 8. To deal with accidents and request the help of the appointed First Aider when appropriate.
 9. To expect to be treated in a respectful manner by the children and in turn, show respect to the children.

10. To report back to the class teacher, Deputy Headteacher or Headteacher any concerns about the behaviour or welfare of individual children that may necessitate further investigation. To put this in writing where necessary.
11. To attend any meetings held, as appropriate.
12. Regularly review own work and practice and participate in the Performance Management process.
13. Within the contracted hours or, for additional remuneration outside of contracted hours by arrangement with the Headteacher, undertake professional development opportunities, including induction training in order to meet personal, school, local or national continuing professional development needs.
14. Within the contracted hours or, for additional remuneration outside of contracted hours by arrangement with the Headteacher, attend staff meetings and training days as required.
15. To act in a professional manner at all times and respect the confidentiality of school life.
16. To provide support for pupils' emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the school's behaviour policy.

REVIEW

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder. This job description was last reviewed May 2016.