

Colnbrook C. of E. Primary School

Job Description			
Job Title	Teaching Assistant	Job Holder	
Author	S. Marsh	Date Created	June 2016
Date Reviewed		Next Review Date	June 2020

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

To raise the achievement of identified pupils with Special Educational Needs by supporting their learning within the classroom or within the Learning Resource Unit.

To deliver programmes and interventions appropriate to individuals or groups.

Key:

E — Of Essential Importance and Central to Job Role

D — Desirable

Responsibilities		E	D
1.	To liaise effectively with and work under the direction of teachers.	X	
2.	Take responsibility to organise and maintain the learning environment.	X	
3.	Contribute effectively to the overall ethos of the school.	X	
4.	To provide effective support for pupils with special educational needs as directed, working with individuals or small groups.	X	
5.	To assist in the educational and social development of pupils under the direction of the LRU Teacher/ Senior Leaders.	X	
6.	Implement the School's Behaviour Management Policy and contribute to effective behaviour management.	X	
7.	To assist pupils appropriately with personal hygiene needs in accordance with relevant guidance policies and procedures in force at the relevant time		X
8.	Assist in the implementation of Individual Education Plans and/or setting targets for pupils and monitoring progress.		X
9.	Provide support for individual pupils and small groups of pupils inside and outside the classroom to enable them to participate fully in learning tasks and social activities.		X
10.	Promote independence and support strategies to recognise and reward pupils' achievement of self-reliance.		X
11.	To follow instructions correctly and communicate effectively.		X

12.	To establish supportive and appropriate relationships with pupils, staff, parents and external agencies as appropriate.	X	
13.	Provide basic first aid support and to refer to named first aiders for advice as necessary.		X
Duties		E	D
14.	To supervise Breakfast Club, The Walking Bus, The Quiet Room and after school clubs as timetabled and under the direction of the senior staff.	X	
15.	To provide lunchtime cover for SEN pupils as timetabled.	X	
16.	To provide basic first aid as timetabled.		X
17.	With assistance maintain one or more areas of the School for example the Maths cupboard/resources.	X	
18.	To mark/comment on the learning of pupils supported, in accordance to the marking policy and as directed by teachers.		X
19.	Photocopy and prepare suitable materials for lessons and displays.	X	
20.	Monitor stationery and supplies.		X
21.	Record pupils' activities and achievements as directed by the LRU manager including weekly reports detailing attainment, progress and concerns as appropriate.		X
22.	Work with and deliver programmes provided by outside agencies such as the Educational Psychologist or the Speech & Language Therapist.		X
23.	Set a good example in terms of dress, punctuality and attendance, and act as an appropriate role model at all times.	X	
24.	Develop effective working relationships with professional colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues.	X	
25.	Develop own professional knowledge, skills and understanding through active participation at meetings and training.	X	
26.	Provide support to the teacher by accompanying pupils on off-site activities in accordance with relevant guidance policies and procedures in force at the relevant time.	X	
27.	Undertake any other duties required by the Head Teacher that are commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.	X	
Compliance		E	D
28.	Ensure a high level of confidentiality at all times.	X	
29.	Demonstrate professional conduct at all times.	X	
30.	Compliance with School Policies and Procedures.	X	

31.	Compliance with requirements and relevant statutory, non-statutory guidance and policies and procedures for safeguarding.	X	
32.	Support, promote and comply with decisions and policies agreed by the SLT, the local governing body and Board of Directors.	X	
33.	Compliance with Data Protection Principles.	X	
34.	Compliance with Health and Safety rules and regulations.	X	
35.	Concerns regarding breach of duty, whistleblowing or any other unethical or unlawful practice by any person to be brought to Employer's attention.	X	
36.	Show respect to all colleagues, pupils, parents and key stakeholders and understand and adhere to the School's requirement of dignity at work at all times.	X	

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Polio/" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signature: _____

Date: _____



Headteacher Signature: _____

Date: _____

Mr T Brunson