

## **All Saints CE Primary School, Bednall**

### **Teaching Assistant Grade 3**

### **Job Description**

#### **School Purpose and Values**

We are a small Church school and belong to the Diocese of Lichfield. Our historical school building and beautiful location facilitates a family atmosphere; where learning is creative, fun and happy!

The behaviour of the children is exemplary and the motivation to learn is in abundance. All staff are highly motivated and resolute in providing the very best education possible.

Our vision at All Saints is that through the power of God's love children will reach their full potential and be able to live their lives with an open mind so they learn from the world around them.

#### **Statement of Purpose**

All Saints is seeking to appoint a positive, proactive and friendly Teaching Assistant with a passion for working with children in a diverse and busy Primary School. The successful candidate must be able to promote the positive and caring ethos of the school and be able to efficiently engage and collaborate with all stakeholders. The fixed term contract will be to cover maternity leave and is expected to last 12 months, but may end earlier if the postholder returns early.

You will work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

#### **Support to Teacher**

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks.

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## Support to Pupils

- Accompany teaching staff and pupils on visits, trips and out of school activities as required.<sup>1</sup>
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Arrange medical/dental visits as appropriate.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.

## Support to Curriculum

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- To provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

## Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.<sup>2</sup>
- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

### Note 1:

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

## Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

## Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

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<sup>1</sup> Every effort should be made to ensure support is within contractual hours

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**Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the school's Health and Safety policy.

**Data Protection**

- Ensure the privacy and security of personal data at all times and act in accordance with the school's policies to safeguard data.

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting [www.crb.gov.uk](http://www.crb.gov.uk)

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