

LONG FURLONG PRIMARY SCHOOL JOB DESCRIPTION TEACHING ASSISTANT

Role: Teaching Assistant

Responsible to: Key Stage leader/Class teacher

Safeguarding and Promoting the Welfare of Pupils

- helping to provide a safe environment in which children can learn, and foster a school environment in which pupils are able to share concerns with trusted adults
- identifying children who may be in need of extra help or who are suffering, or are likely to suffer significant harm
- taking appropriate action to record and report safeguarding concerns to the Designated Safeguarding Lead in a timely manner

Your overall responsibilities are:

- Assisting the class teacher(s) in ensuring that a high standard of education is achieved in the class(es) in which you work
- Carrying out duties within your capabilities to assist with the smooth running of the school
- Working with individual pupils identified as needing additional support
- As an employee under the Health and Safety Act, ensuring as far as is reasonably possible the health and safety of yourself and those around you, and assisting with the establishment's compliance with Health and Safety Legislation.

To achieve these duties you are required to undertake the following:

- Ensure that the aims of the school are met
- Foster good relations with all staff
- Implement the school's approved policies

Your duties regarding assisting the class teacher(s) will include:

- Working with groups of pupils under the overall guidance of the teacher
- Preparing, clearing up and tidying away materials and equipment
- Mounting and displaying children's work
- Assisting with the pastoral care of the children
- Assisting with the physical care of the children e.g. toilet accidents, tying shoelaces, etc
- Assisting with record-keeping and assessment tasks, sorting work samples, etc

Your duties regarding assisting with the smooth running of the school may include:

- Light domestic duties, e.g. tea and coffee making
- Clerical duties, e.g. photocopying
- Playground duties/lunch supervision duties

Your duties regarding working with children on the special needs register will involve:

- Implementing the Pupil Profile or Statement/EHCP, including appropriate record keeping
- Liaising with the class teacher and/or SENCo

Development & Training

- Participate in training and other learning activities and performance development, as agreed with the Head Teacher

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Signature:.....

Name:.....

Date:.....

Key Stage Leader's signature:.....

Date:.....