



JOB ACCOUNTABILITIES

Job Title:

Teaching Assistant at Alwyn Infant School

JOB PURPOSE

To assist the classroom teacher in the provision of learning and educational opportunities for pupils.

SCOPE OF JOB (Budgetary/resource control, impact)

Working with whole classes of children, groups and individuals and being aware of Health & Safety issues.

Required to move furniture and equipment etc.

May be required to look after the intimate care needs of a child. May be required to change a school age child.

Working will involve sitting at low tables or on the floor.

Working in a hectic and often noisy environment with constant interruptions from children.

Working with children can be particularly emotionally demanding.

Having access to confidential information.

POSITION WITHIN UNIT STRUCTURE

Reports to the Classroom Teacher and/or SEN Co-ordinator. Whilst in the classroom will operate under the direction of the Classroom Teacher

KNOWLEDGE, SKILLS & EXPERIENCE

Basic level of literacy and numeracy

TA training (in-house)

Ability to relate sympathetically to children.

Understanding of the educational objectives of the school.

First Aid training.

Commitment to training/development of knowledge.

Understanding of child protection issues.

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Under the direction of the classroom teacher, provide support to children in the completion of a wide range of learning activities including reading, writing and mathematics, so that they achieve/complete the task for that session.

Support the teacher in the delivery of structured programmes which will include supporting the teacher with whole group sessions, working with small groups or individuals, preparing resources, discussing progress etc.

Provide support in such a way as to facilitate the child's/children's independent learning, by explanation, encouragement etc.

Influence the behaviour of children in the group by reinforcing standards set by the classroom teacher and within the school's behaviour policy.

In line with the requirements set by the classroom teacher assist in the preparation of the teaching room/area for the sessions/activities including setting up furniture and resources, ensuring that the teacher has all the resources specified and that the environment is safe for children to use.

Assist the teacher with assessments and monitoring the progress of children to enable the teacher to establish children's level of competency and identify individual or group targets.

Undertake First Aid duties in line with the school's health and safety policies.

Undertake intimate care needs duties.

Perform duties in line with Health & Safety rules and take remedial action where hazards are identified. Where hazards are serious report to the teacher/headteacher/site-controller/office staff immediately.

If working with a SEN/stmtented child:

In line with the agreed special needs/provision grid and other specialist plans e.g. occupational therapy/speech therapy provide one to one support to a child in the classroom so that they work productively towards achieving/completing the task for that session. This will involve understanding the learning objectives of the activity. This can include working with small groups which include a child with special needs.

Contribute to the child's personal development/action plan, so that it meets their identified needs, by working with other professionals.

Attend meetings with teachers and other specialist professionals and provide information on individual cases to enable action plans to be prepared.

Alwyn is committed to equality of opportunity and to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Criminal Records Bureau check along with other relevant employment checks.