

Dawpool Church of England Primary School

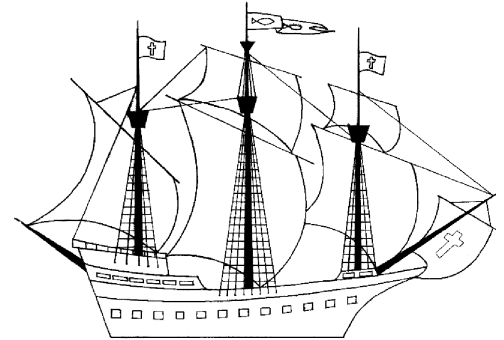
'The Abundant Life that Jesus Offers'

'The Dawpool community are united in their ambition to create a school which embodies the person, love and work of Jesus Christ: a school which enables Christian values to flourish and where all children may experience the abundant life that Jesus offers.' (John 10:10)

Job Description

Job Title: Teaching Assistant Level 3

Contract Type: Temporary, part-time



Purpose:

To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/groups, in or out of the classroom. Level 3 staff may also supervise whole class occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision, Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

Specific Duties and Responsibilities

1. Support For Pupils

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group.
- To support teachers in developing and implementing IEPs
- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties
- To attend to pupils' personal needs, including social, health, hygiene, and welfare matters when required
- To communicate effectively with parents to support individuals

2. Support For Teachers

- To support teachers in preparing and managing lessons, helping deliver learning activities to small groups or individual pupils under teacher guidance.
- Occasional supervision of the class in the course of short term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
- To set out, prepare, use and tidy equipment
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Assist in delivering enrichment activities and interventions

3. Support For The Curriculum

- To support the teacher in preparing and managing activities/teaching programmes
- To enhance classroom environment by displaying children's work and other resources to support learning
- To set out and prepare equipment indoors and outdoors
- To help pupils access learning activities through specialist support and interventions

4. Support For the School

- To promote the policies and Christian ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Support the wider life of the school by attending some events
- Work collaboratively with all staff and maintain professional relationships with pupils, parents, and colleagues
- To supervise pupils on outings and visits as required
- To attend staff meetings, training and development opportunities as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To be a proactive member of the school and class team
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post