



HUNSBURY PARK PRIMARY SCHOOL

JOB DESCRIPTION – TEACHING ASSISTANT

Name: Teaching Assistant	Starting Date: ASAP
Salary Grade: £8,784.13 (Actual), (£18,562.00 FTE)	Responsible to: Class Teacher/SENDCo/Phase Leader
Hours: 20 hours per week 8.30am – 12.30pm 39 weeks (38 weeks + 1 week training days)	

This job description sets out the major duties and other tasks associated with the stated purpose of the post. The duties of the post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post-holder to undertake this new/varied work.

This job description may be amended at any time following discussion between the Headteacher or other senior staff and the member of staff, and will be reviewed annually.

ALL STAFF are expected to:-

- set an example of personal integrity and professionalism
- fully support the ethos and promote the agreed vision and aims of the school
- safeguarding

CORE PURPOSE

To assist the Headteacher and staff by providing general support for children (but will also include supporting individuals or groups) in the classroom, playground and elsewhere around the school. In addition to the duties listed below, carry out such duties as reasonably requested by the Headteacher.

The Teaching Assistant is expected to work with teaching staff as a member of a team. The post-holder makes decisions in:-

- leading children's learning as directed by the teacher
- dealing with and reporting any minor emergencies arising
- planning and carrying out children's learning based on interventions provided by the class teacher or SENDCo
- referring observations or queries to the class teacher or SENDCo.

In line with the 2014 Special Educational Needs Code of Practice, all teachers are teachers of special needs. The same principle applies to the role of the teaching assistant.

Every class will consist of pupils with a range of needs, which may include:-

- learning/cognitive needs
- communication needs
- emotional, social and mental health issues
- physical or sensory needs
- complex combinations of needs (which may include behavioural needs)

The post-holder is expected to work as part of a team supporting the needs of all pupils, with the help and guidance of senior staff.

MAIN DUTIES & RESPONSIBILITIES

- To work with the Class Teacher (and/or SENDCo) to meet the needs of pupils within the class group.
- To be involved in continuous two-way communication with the Class Teacher on any observations made about individual children.
- To support teachers or lead pupils' learning when pupils are either working individually or in groups.
- To be involved in the planning, delivery, recording, review and development of pupils' learning whether pupils are in a class, group or individual learning situation.
- To help prepare teaching areas, including the classroom, hall and practical areas prior to the start of the day/session, and to help ensure their tidiness at the end of the day/session.
- To take responsibility for small groups or pupils, both within and outside the classroom, and on school visits under the direction of the Class Teacher.
- To assist with the preparation, cleaning and maintenance of teaching resources, including helping to maintain resource cupboards.
- To work under the guidance of colleagues and other professionals in meeting the specific needs of identified pupils.
- To be involved in whole school discussion regarding curriculum, behaviour and other matters relating to school policy and development as appropriate.
- To support the teaching staff in the general supervision and welfare of all pupils within school, whether in the classroom, around school, the playground or out in the community, during school hours.
- Assist children to develop "self-help" skills and an awareness of personal hygiene.
- If appropriate apply first aid and look after sick children.
- Report to the Designated Safeguarding Lead any evidence of apparent non-accidental injury.
- To support a member of the teaching staff on playground duty (on a rota basis).

Signed (Member of Staff): _____

Date: _____