**Job Description – Teaching Assistant (Primary Section)**

Post : Teaching Assistant

Line Managed By : Assistant Headteacher (SENCO)

Line Manager of : None

Salary : Band 3, point 3 to 4 (£16,932 to £17,389)

Working hours: 37 hours per week, 8.30am – 4.30pm with one earlier finish as 4.00pm each week, term-time only

**Job Purpose**

To work within the Primary section team and ensure that within their own work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To assist the classroom teacher in preparing, planning and delivering the curriculum and interventions.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**
All team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "pupil focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual pupils is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;
1. Undertaking duties before, during and after the school session
2. Engaging with pupils positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable pupils" and strategies to support them

**Specific Duties**

• Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes.

• The preparation of materials/equipment, preparing and clearing up activities with the pupils.

• Maintaining classroom resources and designated areas.

• Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil’s differing levels of development and ability to ensure progression and continuity.

• Supervise individual or small groups of pupils undertaking teacher–led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils’ learning.

• Assisting pupil achievement by monitoring learning against learning outcomes, marking work and informing the teacher of progress and areas for development.

• Assist pupils to develop their independence through undertaking tasks.

• Support the use of IT as a tool to enable learning.

• Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.

• Administer and mark routine tests with clearly defined predetermined answers.

• Invigilate or scribe for exams as required.

• Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects as required

• Ensure that pupils work and play together positively and cooperatively, with good behaviour.

• Helping pupils change for practical activities.

• Arrange classroom to create a positive learning environment including arranging classroom displays.

• Be involved in extra-curricular activities, supervising after school activity clubs in both Primary and Senior Sections

• Report pupil and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.

• Attend meetings and training sessions as required

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.