



St. Nicholas C of E Primary School

East Challow, Wantage, Oxon, OX12 9RY

Life in all its fullness John 10:10

Community Respect Hope Forgiveness Courage Friendship



JOB DESCRIPTION: Teaching Assistant

AIM: To assist the Class Teacher and Headteacher in their education provision and care for the children and to provide lunch time supervision.

RESPONSIBLE TO: The Class Teacher in the first instance and ultimately to the Headteacher and Governors.

DUTIES MAY INCLUDE:

- Preparation of classroom for children's activities, tidying and clearing away, cleaning of equipment and contributing to displays and help maintain an ordered and attractive classroom.
- Greeting and settling children at beginning of day.
- Working with children and assisting teacher with classroom activities.
- Supporting the teacher with observation of pupil progress, record keeping and contributing to Annual Review reports.
- Be acquainted with and work towards the aims and objectives set for individual pupils eg learning support plans, Speech and Language Therapy / Physiotherapy / Occupational Therapy programmes, class, department and school targets; this may include working in mainstream and differentiating the lesson.
- Supporting pupils with their social and emotional development.
- Taking responsibility for the class or a group of pupils, with guidance from the class teacher, due to the short term absence of a teacher eg while the teacher is attending an annual review, parents meeting etc.
- Supporting a supply teacher covering for the class.
- Developing ICT skills to enable pupils to access computer programs and other technology.
- Helping with swimming, visits, shopping, and PE.
- To be committed to working with pupils with special needs.
- Working as part of a team in managing pupil's behaviour by following and adhering to a child's Behaviour Management Plan and school policies.
- Using signing and other communication systems to a level sufficient to meet the needs of pupils with whom you work.
- Supervision of children indoors and outdoors including the implementation of safe practices according to Vale Academy Trust and the school's guidelines.
- Personal care of children, which may include reminding pupils to use the toilet and occasional assistance with self-care and personal hygiene.
- Assisting with the development of eating skills and other self-help and independence skills eg dressing.
- Carry out exercise programmes as advised by a Physiotherapist or Occupational Therapist.
- Support during lunch time and lunch time play.
- Sharing the responsibility for the school's health & safety and safeguarding of pupils at all times by following VAT and the school's procedures.
- Attending in-service training after school or whole school inset days as and when required and appraisal by a line manager.



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- Maintaining a good working relationship and co-operate with parents, professionals, other agencies and colleagues and provide feedback as and when required.
- Communicating any concerns through the appropriate channels and playing an active part in the team by participating in decision making as appropriate.
- Maintaining confidentiality about pupils and their families.
- To contribute to the development and improvement of classroom practice and organisation.
- Other duties as may be reasonably requested by the Headteacher.