

Fynamore Community Primary School

Teaching Assistant - Job Description

TA – 27 hours and 55 minutes per week

MDSA – 2 hours 30 mins per week

Hours of work:

5 days a week – TA 8.40am – 3.15pm with 30mins MDSA duty

The role may involve working with children who have attachment difficulties, physical disabilities or learning difficulties. This post is to support pupils as part of a wider team. The post holder will need to be willing to work as part of the interchangeable wider team.

The post holder may be required to undertake training and implement programmes essential to supporting these children. This will be based on needs identified internally or advice from outside agencies eg. Social support interventions.

Job Purpose

The postholder is responsible to the Class Teacher, Team leader, Headteacher, SENCO and outside agencies.

Working as a member of a team in the school, the postholder will assist teachers in all aspects of the work to help deliver a stimulating and effective programme of education.

Duties and Responsibilities

1. To work with an individual child, or groups, as directed by the classteacher, SENCO, other senior member of staff or outside agencies.
2. To work as a positive and enthusiastic member of a dedicated team that have the best interests, well-being and achievements of all the children at their core.
3. To be aware of the teacher's aims and under his/her supervision to ensure that learning objectives and any individual pupil targets are met effectively.
4. To be pro-active in recognising when provision may need adapting in relation to the pupil's specific needs.
5. To ensure effective two way communication with the class teacher and other staff members within the team.
6. To make observations of the child's progress, attitudes and behaviour and to contribute to the keeping of appropriate records.

7. Where appropriate to participate in the planning, delivery and evaluation of activities.
8. To be involved in the preparation of activities, ensuring that appropriate materials and equipment are available, and to assist in clearing away afterwards.
9. To assist in meeting child's pastoral needs for praise, comfort, encouragement, reassurance and care.
10. Where appropriate to liaise with parents, agencies, and therapists, whilst having high regard for the rights of the child and parents to confidentiality.
11. To administer first aid and medication following relevant training and guidance.
12. To acknowledge and respond appropriately to Health & Safety requirements, as detailed in the school's policy document, where both pupils and colleagues are concerned. To report any accidents and hazards immediately, following school procedures.
13. To supervise, in conjunction with other staff, the child/groups of children (as required) during breaks and lunchtimes, and on educational outings.
14. To promote consistent, positive behaviour.
15. To participate in training and meetings arranged for your own professional development and self review.
16. To undertake any other appropriate tasks that may help contribute to the effective running of general school life, as directed by the head teacher or team leader. These may include general duties around school (tidying resources, library etc) and specific tasks.
17. To have a positive attitude and willingness to be part of a self-evaluative, forward thinking school and to take part in whole school events (which may even involve dressing up!)

October 2024