

Cavendish Close Infant and Nursery School

Job Description

Teaching Assistant: Level 1 qualified

Qualifications required:

- NVQ level 2 for teaching assistants or equivalent as a minimum.

Job Purpose:

- Provide support to the Headteacher and teacher across a range of child centred activities which promote child development and learning.
- Work with individual children and groups of children as directed by the head teacher and class teacher.

Responsible to:

- Headteacher, Deputy headteacher and class teacher.

The Deputy headteacher is the line manager for all teaching assistants and will be responsible for induction, professional review and development for all TAs.

Duties:

Support for the school

- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Participate with other team members in the development and planning implementation and evaluation of learning programmes for individuals and groups of children.
- Participate in the delivery of local and national initiatives, for instance the New Primary Strategy, Early Years Foundation Stage Curriculum.
- Monitor and contribute to the assessment and recording of children's development and be involved in sharing this information with other staff as appropriate.
- Attend reviews during normal working hours.
- Participate in and contribute to staff meetings and INSET
- Maintain and develop good working relationships with parents, children and other staff.
- Give general support to school activities.
- Promote the ethos of the school
- Treat all information regarding individual children with strict confidentiality and never discuss children with anyone outside school.
- Contribute to the planning and preparation of school activities and visits.

Support for the Teacher

- Prepare support materials as directed.
- Contribute to the preparation and tidying of the classroom and outside learning areas.
- Display work and information for children and adults
- Exercise general care and supervision of children during the school day, inside and outside.
- Work with groups or individual children as directed by the teacher.
- Deliver individual learning programmes for target children as directed.
- Maintain record of achievement of individual children and feed back progress to class teacher
- Be involved in review meetings for specific children as requested.

- Undertake any task reasonably requested by the teacher or head teacher.
- Assist with resolving behavioural and emotional problems with children.
- Participate in the planning of individual programmes of work for specific children.
- Participate in the planning of regular activities within the classroom.

Support for the child

- Promote development and learning, physical, emotional, educational and social.
- Provide a secure, caring and enriching environment for children.
- Support the children including those with identified special educational needs.
- Arrange for first aid to be given, comfort sick children, accompany children to hospital if necessary, and arrange for sick children to be collected from school, by a parent or carer as soon as possible.
- Encourage the acceptance and inclusion of all children.
- Be familiar with relevant statements of special educational needs.
- Help promote self esteem and independence in all the children.
- Establish good relationships with parents and carers to ensure relevant information is passed on to both parents and teachers.

Cavendish Close Infant School is committed to the safeguarding of its pupils and all appointments are made subject to satisfactory references and an enhanced DBS check.