

AVONDALE PRIMARY SCHOOL

Job Description – Teaching/Support Assistant

POST TITLE	TEACHING/SUPPORT ASSISTANT
JOB PURPOSE	<ul style="list-style-type: none"> • To work with and supervise individuals and groups of children, under the direction of teaching staff, to enrich curriculum learning • To assist the teacher with the management of children and maintaining good order in the classroom. Work may be carried out in the classroom or outside the main teaching area. • To undertake work, care or support programmes, inclusive of special/individual learning needs, to enable access to learning for all pupils • To create and maintain a purposeful, orderly and supportive learning environment and assist with the display of children’s work. • Use specialist skills, training and experience to support children. • To support the emotional and educational needs of our Avondale children.
MAIN /CORE DUTIES Supporting pupils	<ul style="list-style-type: none"> • Supervise and provide curriculum support for children, ensuring their safety and access to learning activities under the guidance of the class teacher. • Assist with the development and implementation of individual Educational Support Plans, Behaviour Plans and Personal Care Plans. This may include toileting and changing children when needed. • Establish constructive relationships with children and interact with them according to individual needs. • Promote the inclusion and acceptance of all children. • Encourage children to interact with each other and engage in activities. • Set high expectations of children’s behaviour and learning and promote self-esteem and independence. • Encourage children to take responsibility for their own behaviour and learning. • Support children consistently, whilst recognising and responding to their individual needs. • Provide feedback to children in relation to progress and achievement under the guidance of the teacher. • Use strategies, in liaison with the teacher, to support children to achieve learning targets. • To support pupil’s access and implement differentiated learning activities • Provide one to one support for children with additional educational needs.
MAIN /CORE DUTIES Supporting teachers	<ul style="list-style-type: none"> • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour, in line with established policy. • Liaise sensitively and effectively with parents and careers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents as directed. • To cover the whole class in the absence of the teacher. • Work with the teacher to establish an effective learning environment. • To create and maintain a purposeful, orderly and supportive environment through effective resourcing and development of continuous provision. • To report pupil achievement, progress and issues in agreed format. • Undertake marking of children’s learning against agreed policy and accurately record achievement/progress.

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	<ul style="list-style-type: none"> • To be responsible for keeping and updating records as agreed with the teacher. • Assist with the supervision of children out of lesson times, including break times, as may be reasonably directed. • Undertake first aid for the relevant year group • Accompany teaching staff and children on visits and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed. • To mount and display pupils' work in consultation with the teacher. • To administer routine primary tests as required
<p>MAIN /CORE DUTIES</p> <p>Supporting school</p>	<ul style="list-style-type: none"> • Participate in training, other learning activities and performance management as may be reasonably directed. • To be aware of and comply with policies to safeguarding, child protection, health and safety, confidentiality, and data protection, reporting all concerns to a nominated person. • To contribute to the overall ethos of the school • To work as part of a team and support the role of other people in the team. • To attend and participate in meetings as required. • To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others. • To assist with the supervision of pupils out of lesson time. • To accompany teaching staff and pupils on trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.