

ST KENELM'S PRIMARY SCHOOL
JOB DESCRIPTION
TEACHING ASSISTANT & BREAKFAST CLUB

Role: Teaching Assistant & Breakfast Club

Responsible to: SENDCo/Headteacher

Your overall responsibilities are to:

- Ensure the aims and ethos of the school are met
- Foster good relations with staff, pupils and parents
- Implement the school's policies and procedures
- Assist class teachers in ensuring that a high standard of education is achieved in the class in which you work
- Carry out duties to assist with the smooth running of the school
- Ensure, as an employee, under the Health and Safety Act, as far as is reasonably possible, the health and safety of yourself and those around you. You must assist with the establishment's compliance with Health and Safety Legislation.

Safeguarding and Promoting the Welfare of Pupils

- Help to provide a safe environment in which children can learn, and foster a school environment in which pupils are able to share concerns with trusted adults
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm
- Take appropriate action to record and report safeguarding concerns to the Designated Safeguarding Lead

Your duties regarding working with pupils:

- Aiding pupils to learn as effectively as possible both in group situations and on their own
- Motivating and encouraging pupils by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage pupils to concentrate and stay on task
- Liaising with the class teacher, SENDCo and other professionals
- Providing additional nurture when requested by the class teacher or SENDCo
- Consistently and effectively implementing agreed behaviour management strategies
- Establishing supportive relationships with pupils
- Promoting the acceptance and inclusion of all pupils, encouraging pupils to interact in an appropriate and acceptable manner
- Giving positive encouragement, feedback and praise to reinforce and sustain pupils' efforts and develop self-reliance and self esteem
- Supporting pupils in developing social skills both in and out of the classroom
- Preparing food and activities in Breakfast Club

- Providing regular feedback on pupils learning to the class teacher/SENDCo
- Fostering links between home and school, and keeping the school informed of relevant information

Your duties regarding assisting the class teacher(s) will include:

- Working with groups of pupils under the overall guidance of the teacher
- Making and preparing resources, clearing up and tidying away materials and equipment
- Mounting and displaying children's work
- Assisting with the pastoral care of the children
- Assisting with the physical care of the children e.g. toilet accidents, tying shoelaces, etc
- Assisting with record-keeping and assessment tasks, sorting work samples, etc
- Preparing the learning environment
- Clerical duties eg. photocopying

Other areas of responsibility:

- Read and follow the relevant school policies
- Undertake training required for the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks required for this position. The post-holder may be required to do other duties appropriate to the level of the role.