



# **Cannon Park Primary School**

## **TEACHING ASSISTANT JOB DESCRIPTION**

### **Grade 2**

The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school. We are also committed to safeguarding the welfare of our pupils.

#### **Job Purpose**

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

#### **Duties and Responsibilities**

Under the direction and control of the classroom teacher or designated supervisor:

1. You will be required to assist and support Classroom Teachers with the education of children in the school.
2. Support children and groups with the full range of curriculum activities and use of ICT as appropriate under the direction of the Class Teacher.
3. Assist with tasks in respect of classroom activities as required, maintaining classroom supplies and general classroom duties such as photocopying, filing.
4. In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state, equipment and materials are stored correctly.
5. Prepare, display and mount work set out equipment/materials.
6. Make and maintain teaching aids and equipment, for example, undertake simple repairs of books and equipment.

7. Meet regularly on both a formal and informal basis with class teachers and/or year terms.
8. Provide physical care and attention for personal needs, including care of children who are sick.
9. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children.
10. Assist Class Teachers in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, Summer Fairs and open evenings.
11. Assist Class Teachers in supporting volunteer helpers and students in the classroom.
12. Attend staff meetings as necessary.
13. Assist supply staff with the daily classroom routines as determined by the Class Teacher.
14. Attend and participate in relevant meetings as required.

Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

**Date Reviewed March 2022**