



Grange Farm Primary School

Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Teaching Assistant
Grade / Pay Scale:	Grade 3
Line Manager:	Teaching Assistant Lead

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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.

Main Duties and Responsibilities:

- Under the direction and control of the classroom teacher or designated supervisor:
 - Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
 - Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
 - Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
 - Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
 - Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.
- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school/service providing detailed and regular feedback as appropriate.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting self-esteem and independence.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early Years.

- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher with the administration of assessments.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils, which may include:
 - Assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.
 - Changing soiled clothing and its disposal in an appropriate way.
 - Assisting with children's injuries and, where appropriately qualified, administering first aid.
 - Assisting with administering medicines, under the direction of the appropriate medical staff.
 - Assisting with the identification and monitoring of children's general health and welfare.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.
- Any other duties and responsibilities within the range of the salary grade.

Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

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

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.