



Littlemoor Lane, Balby, Doncaster, DN4 0LL

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Headteacher: Mrs E Cooke

Job Description for a Teaching Assistant

Position Title:	Teaching Assistant
Location:	Balby Central Primary Academy As a member of staff you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. Therefore, you could be required to work in any school within the Academy Trust.
Grade:	Grade 5
Hours:	27.5 Hours per week, Monday – Friday
Status:	Fixed Term, 1 Year
Reporting to:	Assistant Headteacher (Teaching & Learning) and Headteacher
Responsible for:	Nobody

Purpose of the Job

All aspects of the job description are to be carried out within a system of supervision by qualified teachers and the Headteacher.

- Complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies
- Provide supervision, support and guidance to a number of pupils by removing barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations
- Contribute to the promotion of the well-being of children within the Academy
- Promote and safeguard the welfare of children you teach or come into contact with
- Work with children to develop language and vocabulary

Main duties and responsibilities:

- Deliver and implement work programmes to individuals/groups of pupils under direction and supervision of the class teacher enabling them to achieve maximum access and participation in the national curriculum
- Work under the direction of the class teacher and assist in the planning, monitoring and evaluation of the pupils' learning, ensuring that the progress is clearly recorded and related to the learning objectives
- Assist pupils with their hygiene, eating and general welfare requirements as necessary
- Support the school's policy on discipline ensuring high standards of pupil behaviour
- Under the direction of the teacher, assist in maximising the use of ICT in the learning process
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed
- Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and consequences of their actions
- Develop the learning/nurture environment to provide safe, quality provision for pupils
- Challenge and motivate pupils, promote and reinforce self-esteem and confidence
- Maintain positive professional relationships with all members of staff
- Participate in training and other learning activities as required
- Liaise with the appropriate designated member of staff where child protection issues are concerned
- Support pupils access to learning using appropriate strategies, resources etc.
- Apply pupil discipline and reward in line with the school's policies and practices, ensuring consistency and fairness
- Promote the safety and wellbeing of the children and young people
- Ensure that the school's Child Protection and Safeguarding policies, security and confidentiality procedures are adhered to
- Assist with routine clerical tasks, classroom organisation and displays
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils within the Academy
- Clear away resources and materials after sessions
- Supervision of children on some visits/activities
- Encourage the development of a positive attitude towards the Academy from all pupils
- Undertake professional development and training activities as appropriate
- Contribute to the achievement of and help to maintain the Academy vision, aims and values
- Perform any reasonable duties as requested by the Headteacher/Deputy Headteacher or Assistant Headteacher (Teaching & Learning)
- Assist with the implementation of SEN Support/Behaviour Plans and Intimate Care Plans where necessary
- Assist with administering routine tests and invigilate exam/tests and undertake routine administrative duties including the marking of pupils' works
- Contribute to the formulation of measures that are directly connected to pupil achievement, in partnership with parents and under the direction of the relevant professional
- Assist with pupil pastoral issues
- Work across break and lunchtime as directed
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional
- Promote and embrace the strategies, systems and structures which support the mental health and well-being of both, pupils and staff.

Other

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy

- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

ADDITIONAL INFORMATION

The Post holder's duties must be carried out in compliance with the Academy's policies and procedures including Child Protection and Safety Policies and the Academy's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought.

Balby Central Primary Academy is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment.