



# ROXETH PRIMARY SCHOOL

## Teaching Assistant

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant	<b>Job Category:</b>	Support Staff
<b>Responsible to:</b>	Head Teacher	<b>Supervisory Responsibility:</b>	None
<b>Location:</b>	Roxeth Primary School	<b>Position Type:</b>	Permanent, term time only
<b>Grade/Salary:</b>	G2 Point 8	<b>Hours per Week:</b>	30 (5 days per week)
<b>Enhanced DBS and Barring List check to be undertaken</b>	Yes	<b>Work Pattern (this could be subject to change):</b>	TBA
<b>HR Contact:</b>	Kelly Coulson	<b>Date Posted:</b>	27/03/24
		<b>Closing Date:</b>	01/05/24 at 12pm

#### Applications Accepted By:

**EMAIL:**

kcoulson.310@lgflmail.org

**POST:**

Mr S Deanus  
Roxeth Primary School  
Brickfields, Byron Hill Road, Harrow on the Hill,  
Middx HA2 0JA

#### Job Description

All Teaching Assistants promote and facilitate access to learning for pupils, and work under an agreed system of supervision by management. They also provide general support to the teacher in the management of the pupils learning and behaviour expectations. Under the direction of the teacher, they assist to upkeep and develop the classroom environment and class systems – such as organising reading records and books, organising the home learning, etc. As well as this, Teaching Assistants' work will be supporting the delivery of/access to the curriculum with groups or individual children, as well as promoting the ethos of the school as a Rights Respecting environment. All Teaching Assistants are placed in a class, or classes, based on the needs of the school and pupils.

#### **MAIN PURPOSE OF JOB**

1. Supervise and support pupils, ensuring their safety and access to learning.
2. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
3. Promote the inclusion and acceptance of pupils.
4. Encourage pupils to interact with others and engage in activities led by the Teacher.
5. Implement strategies as advised by the teacher, SENDCO or SLT.
6. Ensure that safeguarding duties are upheld and the safeguarding of the child is always acted on as directed by the school's safeguarding procedures.



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#### PRINCIPAL DUTIES/RESPONSIBILITIES

1. Work proactively with the teacher to establish an appropriate learning environment.
2. Provide detailed and regular written and oral feedback to teachers on pupils' achievement, progress, problems etc.
3. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior in class, the playground and at lunch time if required.
4. Provide administrative support e.g. photocopying when required, removing displays, organising files
5. Support pupils in using basic IT as directed.
6. Prepare and maintain equipment/resources as directed by the teachers and assist pupils in their use.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to the appropriate person.
8. Be aware of and positively support difference and ensure all pupils have equal access to opportunities to learn and develop.
9. Contribute to the overall ethos/work/aims of the school.
10. Attend relevant meetings as required.
11. Participate in training and other learning activities and performance development as required.
12. Accompany teaching staff and pupils on visits and out of school activities as required.
13. Assist with the supervision of pupils out of lesson times, including before and after school, at lunchtimes and playtimes as required.
14. Be proactive and willing to provide 1-1 support for children with varying special educational needs and/or disabilities.
15. Be willing to create resources, with advice from the teacher of SENDCO, for children who are on alternative curriculums, or who need adapted learning.
16. Be willing to change nappies (where necessary).
17. Be able to provide First Aid
18. Be prepared to utilise resources and online technology to support children where needed.
19. Any other relevant duties as instructed by the SLT or SENDCO.

**The above is not an exhaustive list of duties and the post holder will be expected to perform different tasks as necessitated by the changing role within the organisation and the overall business objectives of the organisation.**

**Roxeth Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all children and expects its employees to share this commitment.**