



BRANSTY PRIMARY SCHOOL

JOB PROFILE

Post Title: Temporary Teaching Assistant

Responsible to: Head Teacher/Deputy Head Teacher

Grade: PCD5 PRO RATA

Hours: Term time only, plus inset days,
1 x part time
1 x full time

Job Purpose

- Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.
- Tasks will include working with children with specific medical needs e.g autism on a one to one basis.

Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses.
2. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
3. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
4. Support learning by arranging / providing resources for lessons/activities under the direction of the teacher.
5. Support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person.
6. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.

8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
9. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
10. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

Resources Responsible for

- Daily Maintenance
- Collecting small amounts of money in home school context
- Accessing some information.
- Equipment – stock control

Qualifications

Essential qualifications: GCSE English and Maths at Grade C or above NVQ Level.

Safeguarding

The school is committed to safeguarding and promoting the welfare and safety of the children and young people and expects all staff to share this commitment. Therefore this position is subject to an enhanced DBS check, a pre-medical health check, excellent references and other recruitment vetting checks.