



Eversley Primary School

Job Description

Post Title:	Teaching Assistant
Grade:	3
Hours:	22.5 per week x 39 weeks
Reporting to:	Class Teacher/Phase Leader

Purpose:

- To support children's learning and to share in the care and well-being of the children throughout the school.
- To take part in the planning, development and delivery of the curriculum.
- To support the class teacher with some administrative tasks
- To assist in the support of children with special educational needs within the school, in some cases, providing support on a short or long term basis to children who require a higher level of assistance to enable them to participate effectively in mainstream education.
- To supervise the children during lunchtime where required.

Duties:

- Provide appropriate support to pupils, individually and in groups, to enable them to participate in all classroom activities and learning experiences.
- To carry out programmes of observation and assessment as planned by the appropriate professionals. Provide reports, evaluations and other information to assist in the provision of appropriate support for the children.

- Deliver planned activities, under the direction of class teachers, and develop an understanding of any particular special needs of the child/children concerned.
- To develop methods of promoting and reinforcing children's self-esteem and independence within the classroom environment and foster links between home and school.
- Assist the class teacher in encouraging acceptance and integration of any child/ren with special needs.
- Carry out therapy programmes under the direction of professionals, as and when required.
- Work as part of a team and assist the class teacher to ensure quality education for the children.
- Be aware of and support school policies and procedures.
- Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum – as directed by the class teacher.
- Set up group activities under the guidance of the class teacher. Work with children on practical activities, giving assistance and encouragement.
- Read to, and with, small groups of children, working with children on curriculum activities.
- Assist in the planning, creation and mounting of displays of the children's work.
- Provide support assistance for children's pastoral needs (eg: dressing, going to the toilet, caring for sick, injured or distressed children).
- Change a child who may still be unable to use the toilet independently.
- Report any concerns regarding children's welfare or education, to the Class Teacher.
- Under the direction of the class teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions
- Accompany classes and small groups of children on educational visits.

- Assist with the preparation of resources, eg: photocopying, repairing books, filing of work, making games and apparatus.
- Attend appropriate staff meetings and training days/events as requested.
- Any other duties required by the class teacher or Headteacher within the scope of this post.

The post holder shall ensure that the duties of the post are undertaken with due regard to the school's Health & Safety Policy and to their personal responsibilities under the provision of the Health & Safety At Work Act and all other relevant, subordinate legislation.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.