Lent Rise School

Job Description

Name:

Job Title: Teaching Assistant

Responsible to: Headteacher, Assistant Headteachers, KS co-ordinators

*You are responsible to the Headteacher and you are required to carry out the duties of a Teaching Assistant as detailed below.*

Professional Responsibilities:

You are appointed at the appropriate Spinal Point on the Buckinghamshire Pay Scale. Your duties should be carried out with due regard to the school's aims and objectives and any policies of the Governing Body. You should share in the corporate responsibility for the well being and discipline of all pupils.

**In addition to the above, you are required to:-**

* Be responsible, under the direction of the Headteacher or another designated teacher, for the care and welfare of children within the education establishment and to assist the teacher in the education process.
* Perform a complementary role to that of the teacher, working in partnership to help further the aims of the school.
* Work towards areas highlighted in the appraisal process.
* Have some involvement with the curriculum; joining in with the activities of the children in classes; supervising children, usually in the presence of a teacher; contact with parents; providing general care and welfare; and maintaining a safe environment.
* Be a role model both personally and professionally for high standards .
* To follow the dress code in school so that you are a role model for the pupils in our care.
* Ensure that confidentiality is respected at all times and that children, family and school issues are discussed only with relevant professionals.
* Ensure your best efforts to meet targets set for school improvement.
* Give time to provide excellence in the teaching and learning environment.
* Keep up to date with current initiatives.
* Ensure that ICT is being used effectively offering pace and challenge for all.
* Promote the use of Video Conferencing across the breadth of the curriculum.
* Support the teachers to maintain International Links.
* Be aware of risk management and health and safety strategies within the school and support systems which ensure the safety of all within the school community.

**You may also be required to undertake some, or all, of the following:-**

* Assist teachers to carry out their classroom duties in a positive manner. This is to include all filing required for National Curriculum purposes.
* Help to promote a caring attitude towards children, ensure their needs are met and to help develop their self-confidence and self-esteem. To help to promote harmonious relationships throughout the school.
* Do playground duty with a member of the teaching staff.
* Positively respond to all reasonable requests from the Headteacher, Assistant Headteachers or other teachers.
* Receive all parents, Governors and visitors with warmth and concern.
* Assist with general office duties as required by the Headteacher or Assistant Headteachers.
* To support the Lent Rise School Association where possible.
* Assist with any other activities directly related to the well-being of the children as requested, e.g. distribute medicine, give first aid treatment, etc.
* Help the Headteacher and Assistant Headteachers with the efficient distribution of stock materials.
* Assist the Headteacher with the efficient monitoring of stock materials.
* Be responsible for the medical records of all children. To ensure that adequate stocks of medical items are kept. To ensure that medical practices are safely carried out when appropriate. To provide assistance at times of medical inspection and co-ordinate visits of support agencies.

Other miscellaneous duties may involve attendance at, and assistance with, Concerts, School Fayres, Educational Visits and Extra Curricular Activities; taking children home and duties associated with the school transport and providing support to other ancillary staff.

**General**

* Support learning and teaching.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work aims of the School.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* All communications with staff, Governors and external agencies must be approved by the SLT prior to distribution.

**Additional Duties**

* Any other duty deemed reasonable, as directed by the Headteacher.
* Follow welfare and whistle blowing procedures.

**Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant withthe school’sCode of Conduct for Employees in Schools.

This job description gives a broad indication of what is included in the post and different aspects may be emphasised according to the requirements of the school.

The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed.

This job description will be reviewed at the end of the Academic year, or earlier if necessary. In addition it may be amended at any time after consultation with you, according to the growth in the number of staff or because of the changing needs of the school. The Teaching Assistant should sign two copies of the job description and then retain one copy while giving the other copy to the Headteacher.

Review Date:

Signed : ( ………………………….)

Signed : ( Headteacher)