



## Foxborough Primary School – Job description

<b>Job title</b>	Teaching Assistant Level 1-3 & Lunchtime Supervisor (see separate Job Description)
<b>Pay and conditions</b>	<p>Salary Range: Grade 2-4, point 10 - 22</p> <p>Term time (38 weeks) plus 2 days</p> <p>Hours: 32.75 hours per week 8.30am to 3.45 Monday to Friday including one 15 minute break duty per week (4 x 15 minute breaks, unpaid)</p> <p>Lunch break: 30 minutes</p> <p>30 min lunch duty (during the student lunch hour) Monday to Friday paid at the UCET lunchtime supervision rate</p>
<b>Notice Period</b>	4 weeks
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>• Work under the direct instruction/guidance of teaching staff/resource base leader, usually in the classroom/resource base or outside the main teaching area, to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher/resource base leader in the management of students and the classroom/resource base</li> <li>• Assist with the promotion of inclusion for all students including those with learning difficulties and disabilities within the whole life of the school</li> <li>• Contribute to the appropriate strategies in relation to SEN and Every Child Matters</li> <li>• Assist in the positive behaviour management requirements in the classroom, the resource base and around the school</li> <li>• Work as part of the SEN team to offer a coherent and consistent package of support to teachers/resource base leader and relevant students</li> <li>• Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility</li> <li>• Contribute to the overall ethos, work and aims of The Trust</li> </ul>	
<b>Additional for Level 2</b>	
<ul style="list-style-type: none"> <li>• Supervision of whole classes during the short-term absence of teachers. Primary focus will be to maintain good order and to keep students on task, respond to questions and generally assist students to undertake set activities</li> </ul>	
<b>Additional for Level 3</b>	
<ul style="list-style-type: none"> <li>• Supervision of whole classes during the short-term absence of teachers. Primary focus will be to maintain good order and to keep students on task, respond to questions and generally assist students to undertake set activities</li> <li>• Working under guidance, provide support in addressing the needs of students who need particular help to overcome barriers to learning</li> <li>• To undertake work programmes, which could include programmes requiring detailed and specialist knowledge in particular areas and involve assisting the teacher/resource base leader in the whole planning cycle and the management and preparation of resources</li> </ul>	
<b>KEY AREAS OF IMPACT</b>	
<b>Main Duties and Responsibilities:</b>	
<b>Operational</b>	
<b>Level 1</b>	
<ul style="list-style-type: none"> <li>• Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals</li> </ul>	



- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with changing and personal care
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher and/or resource base staff
- Encourage students to act independently as appropriate
- Prepare classroom/resource base as directed for lessons and clear afterwards and assist with the display of students work
- Liaise with the teacher and/or resource base staff and contribute to classroom planning – informally
- Be aware of student problems/progress/achievements and report to the teacher/resource base leader as agreed
- Undertake student record keeping as requested
- Support the teacher/resource base leader in managing student behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Support students in respect of local and national learning strategies e.g. English, Maths, early years, KS1/2 tasks, as directed by the teacher/resource base leader
- Support students to understand instructions
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher/resource base leader and assist students in their use
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Assist with the supervision of students out of lesson times, including before & after school, break time(s) and at lunchtimes

#### **Additional for Level 2**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education /Behaviour Plans and Personal Care programmes
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable
- Support provision for students with special needs
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher/resource base leader
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher/resource base leader, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed



- Provide detailed and regular feedback to teachers/resource base leader on students achievement, progress, problems etc
- Challenge and motivate students and promote and reinforce self-esteem
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of students' work
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Assist in the preparation and development of agreed curriculum activities  
Undertake programmes linked to local and national learning strategies e.g. English, Maths, early years, KS1/2 tasks, recording achievement and progress and feeding back to the teacher/resource base leader

### **Additional for Level 3**

- Use specialist (curricular/learning) skills/training/experience to support students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Support students consistently while recognising and responding to their individual needs
- Encourage students to interact and work cooperatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide pastoral support to students
- Participate in comprehensive assessment of students to determine those in need of particular help
- Assist the teacher/resource base leader with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans
- Develop 1:1 mentoring arrangements with students and provide support for distressed students
- Promote the speedy/effective transfer of students across phases/integration of those who have been absent
- Provide information and advice to enable students to make choices about their own learning and behaviour
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- Provide administrative support e.g. produce worksheets for agreed activities etc
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning



- Implement local and national learning strategies e.g. English, Maths, early years, KS1/2 tasks and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resource
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

#### **Administrative**

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- Deal with correspondence promptly and as required
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money, classroom displays

#### **General**

- Attend relevant meetings and training sessions as required
- Attend school events as required
- Understand and assist in interpretation of school policies
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Invigilate school and public examinations and tests as required
- Cover for absent colleagues as directed
- Provide an effective first aid service when required to staff, students and school visitors at Foxborough Primary School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases
  - Contacting parents as required
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

#### **SAFEGUARDING**

Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

#### **ADDITIONAL DUTIES**

- Play a full part in the life of the Trust community including duties to support the ethos and encourage students and colleagues to follow this example
- Actively engage in the appraisal process
- Continue professional development as agreed



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#### **ADDITIONAL NOTES**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.