

# Elizabeth College Junior School



## Job Description - Teaching Assistant

The Teaching Assistant is a valuable member of the school team and has an important part to play in the education of children. He/she is expected to contribute to the daily life of the school community and to give support to the various activities and functions that take place. He/she is responsible to the Headteacher and works under his/her direction and that of the Class teacher he/she may be working with.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An Enhanced DBS disclosure is a requirement for all Teaching Assistants. The possession of a criminal record will not necessarily debar a candidate from appointment, as the nature and relevance of the conviction/s will be taken into account.

All staff employed by Elizabeth College Junior School should understand that they hold a position of trust and, as such, all discussions and information given to them must be treated as confidential at all times.

### Principal Responsibilities

- The Teaching Assistant will be expected to work under the direction of the Class teacher to support learning activities and to be involved in the following areas working at an appropriate level of responsibility:
- participation in the planning of activities that ensures that there is a balance across all areas of learning and that links are made between them;
- the management of a safe and secure learning environment for all children both inside and outside the classroom;
- the provision of a framework that enables each child to progress to his or her full potential;
- the promotion of the children's learning in a way that allows for flexibility and individual response;
- the provision for children to learn through first hand experiences and play, taking account of the children's own expertise and interest;
- regular discussion and review of the planned programme;
- the provision for children with special educational needs according to the discretion of the teacher and/or the Head of Learning Support.

**The main duties of the post, under the direction of the Class teacher, include:**

- taking responsibility for a specific group activity within and outside the class setting;
- assisting the Class teacher by having oversight of self maintaining activities;
- assisting the Class teacher with all classroom activities and those that take place in specialist rooms such as the ICT suite, D &T room, Art room etc;
- structuring and monitoring play activities and when necessary, taking responsibility for activities outside of the classroom;
- assisting in Pre-School if required to do so due to staff absence (Pre-School rooms are required to be staffed in the correct ratio of adults to children by HSSD);
- observing, reporting and recording accurately all children's activities as requested and instructed by the Classteacher;
- assisting with playground duties as required;
- administering First Aid, as instructed, and managing First Aid equipment;
- caring for any children who have been sick or incontinent or who are upset;
- assisting with activities such as swimming, if required;
- accompanying class outings and visits.

**Personal, Social and Health Education; Special Educational Needs**

The Teaching Assistant will need to:

- Gain a working knowledge of the School's PSHE policy and relate to children in such a manner that will enhance their self-esteem.
- Gain an understanding of the School's Child Protection policy and the importance of safeguarding our pupils, undertaking training on a regular basis and complete on-line training 3 yearly.
- Gain a knowledge of the School's Inclusion Policy and work within that policy under the guidance of the Class Teachers and Head of Learning Support.
- Staff are asked to undertake First Aid training on a rolling basis. Paediatric First Aid courses are available for those staff who teach within Acorn House.

**Key Criteria:**

- a genuine enjoyment of working with children;
- flexibility to respond to the opportunities and demands of a vibrant Independent Day School;
- experience of working with KS1 or KS2 children as appropriate to the post, including in a voluntary capacity;
- the ability to work as a member of a team and under the direction of the Headteacher and/or the Class teacher, but also to use initiative within the guidelines set by the Class teacher;
- the ability to listen with understanding and to communicate effectively with both children and adults;
- an understanding of the need for confidentiality and the ability to maintain that confidentiality.

**Desirable:**

Child Care Qualifications i.e. NVQ, City and Guilds, HLTA and Foundation Degrees or similar recognised qualifications in Child Care.

The Teaching Assistant is expected to attend INSET days, staff meetings and be in school as detailed in his/her contract of employment.

**Training and Teaching**

The Teaching Assistant is required to attend any appropriate training courses and will be encouraged to complete the Initial Teaching Assistant Course. Further study may be supported on application.

**Health and Safety**

There is a requirement to comply with the School's Health and Safety Policies and to have a working knowledge of the Staff Handbook.

All staff within ECJS share the responsibility for the smooth running of the school. Each Teaching Assistant will be allocated an area of responsibility within the school that supports the day-to-day running of the departments.

This list is not exhaustive and the member of staff should be aware that the Headteacher may ask him/her to carry out further duties within the school.