



Aston Fields Middle School
'A School of Character'
Teaching Assistant

Job Description

Scale: Teaching Assistant Grade 1 (Temporary until 31.08.27)
18-21 hours a week
TED days included.

Main Purpose of the Job

- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

Standards and Quality Assurance

- Support the aims and those of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings as required.
- Undertake professional duties that may be reasonably assigned by the Headteacher or line manager(s), for example Deputy Headteacher and/or SENDCo. This may include general whole school administrative tasks.
- Be proactive in matters relating to health and safety.
- Understand and adhere to the school's policy and practice relating to confidentiality of information, in particular, safeguarding.

Main Responsibilities and Tasks:

Under the direction and control of the classroom teacher or designated supervisor such as the SENDCo:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development, including at break and lunchtime. Lunchtime supervision may be part of this job.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupils' problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist personal and individual development of individuals or groups of pupils.
- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the formulation of Individual Education Plans including attendance at SEND reviews and other meetings relevant to the service/pupil needs under the direction of the SENDCo.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.

- General supervision, counselling and discipline of children and pupils within the procedures of the school and/or service.
- To assist the teacher in liaising with parents/carers and professionals such as speech therapists and working under the direction of the SENDCo.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and administering basic first aid (training will be provided);
 - (iv) to assist with the identification and monitoring of children's general health and welfare.
- Helping the teacher with tasks.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support with Literacy and Numeracy.
- Giving spelling exercises if appropriate to the needs of the pupils.
- Assisting with supervision of children within the school and on the playgrounds including at breaks and lunchtimes.
- Assisting the pupils to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct including dressing professionally and not bringing the school into disrepute with social media usage.
- Supporting the ethos of the school at all times.
- Being a good character role model for our pupils and supporting them to develop their character virtues.
- To assist with the support of group activities within and away from the classroom, i.e., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote independence in learning and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independent activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training. All of this will be under the direction of the SENDCo and/or Deputy Headteachers.

Other duties

- To provide administrative assistance or cover for the absence of any teaching assistants.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- First aid training and support/cover where required.
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Contacts

In all contacts, the postholder will be required to present a good image of the school and the County Council as well as maintaining constructive relationships. This includes social media platforms, as outlined in the Staff Code of Conduct/Handbook which will be provided as part of induction procedures.

Notes

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.