

VALE SCHOOL



TEACHING ASSISTANT JOB DESCRIPTION

Purpose of the Role

Assist in the educational and social development of children under the direction and guidance of the class teacher. Provide support for children inside and outside the classroom to enable them to fully participate in activities. Contribute to the development and maintenance of a safe and stimulating learning environment. To be responsible for the safe and efficient supervision of pupils during the lunch break.

Teaching Assistant Key Duties

- Provide specific, focused support for children as directed by the class teacher and SENCo
- Liaise with the class teacher regarding daily and weekly duties
- Maintain records of pupil achievement
- Supervise the safety and well being of a child inside and outside the classroom
- Undertake playground and lunchtime supervision
- Undertake basic first aid duties as pertinent to the role
- Assist children with physical needs
- Undertake clerical/administrative tasks
- Prepare resources for lessons
- Uphold and promote the school's policies and procedures
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend meetings and training, as requested
- Undertake professional duties that may be reasonably assigned by the headteacher
- Be proactive in matters relating to health and safety
- Assist and supervise whilst the children eat their lunch
- Assist children with toileting, changing clothes and ensuring cleanliness
- Supervise indoor and outdoor recreation activities
- Ensure the appropriate movement of children to other areas of the school site
- Assist with tidying the lunch area, including cleaning tables and chairs
- Provide First Aid to pupils as required

Confidentiality

Please remember that any information gained through the course of your duties, whether this concerns the school organisation, staff, parents or individual children, is totally confidential and must only be discussed with the person you are responsible to, who will deal with it or pass it on as necessary.