



Full-Time Pre School Teaching Assistant

Job Description

Main Purpose of the Job:

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

To run Longacre's under 4 year olds after School provision (Monday through Friday 4.00pm–6.00pm)

To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

Work may be carried out in the classrooms or outside the main teaching area.

Post Holder:

Responsible to: The Head of Longacre School, but delegated to the Classroom Teacher and the Senior Leadership Team for day to day management.

DUTIES AND RESPONSIBILITIES

1. Support for Pupils:

- a. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
- b. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;

- c. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
- clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - assisting with the development and implementation of Individual Education Plans and Personal Care programmes where applicable;
 - developing appropriate resources to support the children;
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
- d. To establish a constructive relationship with the pupils and interact with them according to individual needs;
- e. To promote the inclusion and acceptance of all children;
- f. To set challenging and demanding expectations and promote self-esteem and independence;
- g. To provide the necessary pastoral care to enable children to feel secure and happy;
- h. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;

2. Support for Teachers:

- a. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
- b. Monitor pupil's responses to learning activities and accurately record achievement as directed;
- c. Provide detailed and regular feedback about the children to the teacher;
- d. Contribute to the maintenance of children's progress records;
- e. Participate in the evaluation of the support programme;
- f. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- g. Establish constructive relationships with parents/carers;

- h. Administer routine tests and undertake routine marking of children's work;
- i. Support class teachers in photocopying and other tasks in order to support teaching
- j. Creating an inspiring learning environment through organization of resources and creation of effective display.

3. Support for the Curriculum:

- a. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- b. Undertake intervention programmes, recording achievement and progress, and feeding back to the teacher;
- c. Support the use of IT in learning activities and develop pupils' competence and independence in its use;
- d. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- e. Follow the school ethos in that learning can take place both indoor and outdoor and with a variety of experience.

4. Support for the School:

- a. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- b. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- c. Contribute to the overall ethos/work/aims of the school;
- d. Appreciate and support the roles of other professionals;
- e. Attend and participate in relevant meetings as required;
- f. Where appropriate develop a relationship to foster links between home and school;
- g. Liaise, advise and consult with other members of the team supporting the children as appropriate;
- h. Contribute to reviews of children's progress as appropriate,
- i. Set a good example in terms of dress, punctuality and attendance;

- j. Prepare and present displays of children’s work as required;
- k. Undertake other duties from time to time as required by the Head.

5. Under 4 year old after school care

- a. To ensure the provision offers a safe and stimulating play environment;
- b. To work face to face with the children registered with the after school care;
- c. To supervise tea time refreshments for the children;
- d. To create a welcoming and supportive environment for those attending After-School Care;
- e. To ensure the venue is left tidy after use and ensure the storage of resources and
- f. equipment used;
- g. To contribute to the overall ethos and aims of the school.

Signed:
Pre School Teaching Assistant

Date:

Signed:
Head

Date: