

St. Andrew's C.E. School (Enfield)
Teaching assistant job description

Post: Teaching assistant

Responsible to: Senior Teacher / Head Teacher

Duties

This job description describes in general terms the normal duties that the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of class teachers, the Head Teacher, Deputy and SENCO
- Assist in the implementation of Personal Education Programmes for pupils and help monitor their progress
- Provide support for individual pupils or groups inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining pupil records
- Support pupils with emotional or behavioural problems and help develop their social skills

Welfare / Pastoral

- Accompany classes and teachers on educational visits and School Journeys; assist with first aid/welfare
- Assist with morning and afternoon routines in class and the playground
- Supervise children in the playground and dining hall as part of a team on a rota basis
- Support children's pastoral needs e.g. dressing, going to the toilet and caring for distressed children
- Report to the class teacher any concerns regarding children's welfare or education

Professional development

- Attend appropriate staff meetings and training days as requested

Administrative duties

- Prepare and present displays of pupils' work

- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the head teacher requires

Standards and quality assurance

- Fully support and uphold the aims and ethos of this Church of England school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the head teacher
- Be proactive in matters relating to health and safety
- Be aware of and support school policies and procedures, including Equality of Opportunity, Behaviour and confidentiality

Miscellaneous

- 'Seasonal' assistance with production of plays, parents' evenings, religious festivals, fund-raising events, etc.
- Under the direction of the class teacher, liaise with parents, maintaining confidentiality at all times

Any other duties as required by the Head Teacher within the scope of this post.

The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.