**Tre Uchaf Primary School**

**Job Description**

***Job Title; Teaching Assistant***

**SUMMARY**

Under the supervision of the class teacher and the head teacher, to support pupil learning and to promote pupil well-being.

**RESPONSIBILITIES**

**PLANNING**

* To work with class teachers to deliver plans for activities and to organise resources to contribute to individual, group and class learning

**MONITORING and ASSESSMENT**

* To help monitor and evaluate the effectiveness of learning programmes and pupil progress.

**DELIVERY**

* To implement activities and programmes of learning planned by class teachers

**RESOURCES**

* To assist in the organisation of resources to support learning

**SUPPORT**

* To provide learning and pastoral support to pupils and to take responsibility for the health, safety and welfare of pupils.
* To report to senior members of staff to address Child Protection and pupil well-being concerns.

**ADMINISTRATION**

* To carry out classroom based administrative tasks as required under the direction of class teachers.

**FINANCE**

* To assist with the collection of money and recording of transactions under the direction of the class teacher or senior members of staff

**RELATIONSHIPS**

* To establish and maintain constructive relationships and communication with teachers and other teaching assistants
* To address minor concerns and behaviour problems relating to pupils and to communicate escalating concerns to the class teacher or Senior Management.
* To contribute, under the direction of the class teacher, to sharing information on pupils with visiting professionals.
* Where required, to work on a 1;1 basis with identified pupils and to communicate directly with their parents on a regular basis

**RECORDS**

* To contribute to class, group and individual records of pupil learning.

**ACTIVITIES**

**CONTACTS**

* Working directly with pupils, class teachers, parents, teaching assistants and visiting professionals, following school policies and procedures.
* Liaising with colleagues to provide planned learning activities and resources
* Supervising pupils on educational visits.

**ENVIRONMENT**

* Working with pupils, some of whom may present challenges in terms of their behaviour and/or readiness to learn.
* Where trained, working with a team to implement CPI
* Providing intimate care and personal hygiene support for children who need it, in line with the school’s Intimate Care policy
* Administering basic first aid and medication to pupils under the supervision of class teachers or trained first aiders
* Supervising pupils outdoors during playtimes and planned learning activities

**PROCEDURES**

* Following school procedures in line with the All Wales Child Protection Guidance
* Contributing to the monitoring of Individual Education Plans
* Delivering individual and group sessions planned by the class teacher.
* Delivering set learning activities and supervising the whole classes during brief absences of the class teacher (no more than one hour in a day).
* Complying with procedures set out in risk assessments undertaken by more senior members of staff
* Following procedures set out in Health Care Plans

**OTHER PRACTICAL TASKS**

* Helping to ensure dinner money, trip money, sponsor money and other pupil contributions are managed correctly, in line with school procedures.
* Assisting the class teacher in setting up resources in the classroom prior to the arrival of pupils.

**QUALIFICATIONS**

* NVQ 3 or equivalent

**KNOWLEDGE**

* A secure understanding of the targets set out in pupils’ IEPs
* Good literacy and numeracy skills
* A working knowledge of school policies; Teaching and Learning, Behaviour, Assessment Recording and Reporting, Child Protection, Positive Handling of Behaviour, Use of Withdrawal Rooms, Intimate Care.
* Knowledge of ICT software relevant to the pupils worked with

**GENERAL EXPECTATIONS OF EMPLOYEES OF**

**TRE UCHAF PRIMARY SCHOOL**

Employees are expected to;

* Show commitment to the school’s stated mission to be a ‘happy, inclusive and listening school’
* Be pro-active in keeping themselves informed about school news, policies, events and the progress of the School Development Plan
* Refer regularly to the latest edition of the School Staff Handbook as a reminder of agreed procedures
* Contribute to the life of the whole school community through visiting the staffroom regularly, sometimes attending out of hours events, contributing to Interest Groups, participating in monitoring lateness and occasionally volunteering for PTA events
* Support all colleagues in achieving their goals and targets
* Promote the health, safety and well-being of both pupils and staff
* Report any Child Protection concerns to a member of the Senior Management Team
* Report concerns about the behaviour of any member of staff directly to the head teacher or deputy head teacher, with due regard for the Whistleblowing policy
* At all times promote a positive image of the school