

Curwen Primary School
Together Everyone Achieves More

# Post: Teaching Assistant

Scale: Unqualified Scale 2 £20,835 (Pro rata £16,226)
Qualified Scale 3 £21,591 (Pro rata £16,850)

**Purpose of the Job:**

To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share the corporate responsibility for the well being and discipline of all pupils

Join our Curwen TEAM supporting the academic and social development of our pupils. Work alongside colleagues to deliver an exciting and engaging curriculum to reflect our community, and ensure every child makes excellent progress. To share in the school's visions and aims, and promote these at all times with pupils, parents and the wider community.



## Duties and Responsibilities

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.

2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.

3. To give oral and written feedback to pupils on their attainment in order to promote further progress.

4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.

5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.

6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.

7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.

8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.

9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions

10. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.

11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.



## Duties and Responsibilities (Cont.)

12. Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent. This excludes the medical procedures spelt out in point 22.

13. After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in point 22 of this job description.

14. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.

15. To help train pupils in the individual and collaborative study skills necessary for learning.

16. To work alongside other adults, including teachers, trainee teachers, and other support staff.

17. To supervise pupils during breaks and/or lunchtimes if required.

18. To maintain confidentiality at all times with regard to both supported pupils and the wider school.

19. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.

20. Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.

21. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.

22. To undertake the SEN tasks of tube feeding, urinary catheterisation, suction and postural drainage, nebulised medication, rectal medication and replacement of tracheostomy tubes based on pupil need. ***With regard to task number 22, an additional payment will be made to all staff who carry this out. These tasks will be voluntary for staff in post as at 31st July 2002, who at that time were not required to carry out the duties specified.***



## Equality and Diversity

The Tapscott Learning Trust is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life. Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of this person's specification.

As a school, we are committed to and champion equality and diversity in all aspects of employment with the Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.

We'd love to have a chat about why this could be the next career move for you. Call on 020 8472 0290 and ask to speak to Lisa, our School Business Manager. You can talk about the opportunity and get a feel for whether it is right for you.

To apply visit www.jobsgopublic.co.uk and search for 'Curwen'