



FOREST PARK
PREPARATORY SCHOOL

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

Purpose of Post:

- The role of the Teaching Assistant is to ensure that all children receive the highest standards of care and education.
- To be responsible for supervision of learning activities for all age groups and providing care and supervision of all pupils (aged 3-11 years).
- To provide a stable and secure environment for all children, which meets their social, emotional, intellectual and physical needs.
- To work with other staff, to offer support to children within the school and Key Stage setting and liaising with parents/carers.
- To work as part of a team of staff, who collectively contribute to providing positive experiences for young children, in a safe, nurturing and stimulating environment.

Responsible to

Headteacher and Senior Management Team

Teaching Assistant

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Support for pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of ILPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils constantly whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the teacher

- Work with the teacher to establish an appropriate learning environment.



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- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher and contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Provide general clerical/administration support

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.



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- Supervise pupils on visits, trips and out of school activities as required.

Forest Park Preparatory School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full check from the Disclosure Barring Service.

Name: _____

Signed: _____

Date: _____