Grimsdyke School

Teaching Assistant

Job Description

Salary Scale: G02 PT 8 FTE £25,266

Hours to be negotiated

Multiple roles – Whole Class and 1:1

Fixed term and Permanent Contracts Available

(Term time only)

To work under the direct instruction of the Lead Teaching Assistant / Teaching Staff and SLT, to support access to learning for pupils and provide general support in the management of pupils and the classroom. To support and supervise the health and safety of all the children in the classroom and playground across the school day. To ensure there is provision for a secure, caring and relaxed environment during break times.

- Work effectively and co-operatively with the Lead Teaching Assistant and with the Inclusion Manager on matters related to the role appointed.
- Provide assistance to the extended day provision such Breakfast and After School Clubs when required / agreed.
- Participate in and support the organisation of break times, facilitating exciting and interactive activities for the students.
- Carry out teaching assistant duties within allocated year groups.
- Report to the members of the Senior Leadership Team (SLT) when required
- Act as a role model for students and staff at all times

Key Functions:

In addition to the duties previously outlined staff must at all times have due regard for the school's Equal Opportunity and Health and Safety Policies. The safeguarding of the pupils is to be paramount at all times.

Support for Pupils:

- Attend to pupils' individual needs, and ensure provisions are in place to support their social, health, physical, hygiene, first aid and welfare needs
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities is uninterrupted and not impacted.
- Encourage pupils to act positively and independently in a wide variety of situations.
- Set challenging and aspirational expectations while supporting and promoting self-esteem and independence.

- Effectively and positively use the School Merit System to reinforce the key elements of "Learning, Teamwork and Citizenship".
- Encourage and support safe play activities through the promotion of positive playground interactions in line with the Playground Charters.
- To use the channels of communication available effectively in order to share information with fellow colleagues e.g. Incident book is available for both the Infant and Junior School playgrounds.

Support for the teacher:
- Use strategies, in liaison with the teacher, to support pupils to progress towards and achieve learning goals.
- Assist with the creative process of planning and delivering learning activities for an individual, group or class of students.
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- Undertake detailed pupil record keeping and share with SLT as requested.
- Gather / report information from / to parents / carers as directed.

Support for the Curriculum:
- Deliver structured learning activities / teaching programmes, while making suggested adjustments activities according to pupil engagement and / or attainment.
- Support pupils to make sustained progress over time in relation to their start point.
- Support the delivery of an effective curriculum through pre teaching, questioning and reviewing key concepts.
- Support pupils to understand and act on instructions given to them.

Support for the School:
- Demonstrate appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Attend appropriate professional training.
- To understand and embody the ethos of the school through their engagement and actions.
- To undertake any duties as directed by the Headteacher.

All applications can be found on the Recruitment Section of the school website or can be requested via the vacancies@grimsdyke.harrow.sch.uk email address.