



## Job Description

**JOB TITLE:** Teaching Assistant for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

**GRADE:** Grade 5, SCP 4-6

**RESPONSIBLE TO:** The Head teacher and Brighter Futures Learning Partnership Trust

### Job Purpose

- Along with teachers and other teaching assistants be responsible for the learning and achievement of all pupils in our school.
- At all times, lead by example, demonstrating high personal and professional standards.
- Be clear about the expectations of being a Teaching Assistant at Dunsville Primary School, including the protocols as laid out in our Staff Code of Conduct.
- Treat pupils with dignity, building respectful relationships and at all-times observing proper boundaries appropriate to a Teaching Assistant's professional position.
- Take responsibility for promoting and safeguarding (including health and safety) the welfare of all children and staff in our school.
- Work proactively and effectively in collaboration with other school staff in the best interests of pupils.
- Promote Fundamental British Values so that our children grow into respectful citizens with a deep spiritual, moral and cultural awareness.

### Main Duties and Responsibilities

- To work with and support individuals or groups of children on specific teaching and learning activities set by the teacher, such as reading, writing, maths etc.
- To support children with their learning by adapting and/or interpreting lessons, activities instructions etc.
- To assist, as directed, with the implementation of specific learning, or SEN intervention programmes
- To assist with the general management and organisation of children and any resources or equipment etc. needed for the lessons.
- Promote resilience and independence so that children develop as effective learners
- Display work imaginatively as a celebration of achievement and as a tool for learning
- To prepare the classroom and associated areas for use including preparing materials, and setting out equipment, apparatus etc. Clean and put away materials, equipment and apparatus after use. Tidy the classroom and associated areas
- To make resources and worksheets as required
- To do other administrative tasks as directed by the teacher

- Be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- Always act in a way that promotes equality and respect
- Be familiar with the Trust's Code of Conduct for staff and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- Guide and assist the development of children's social behaviour, attitudes and skills as appropriate, making reference to the School's Behaviour policy and Code of Conduct
- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- Work in ways that promote collaboration, team work and effective professional relationships and set the highest standards and example to others
- Develop effective working relationships with other Teaching Assistants
- To liaise with other professional services as required such as Speech and Language therapists
- Contribute to displays in communal areas throughout the school as and when required

### **Safeguarding**

- To acknowledge that the Safeguarding of pupils is at the forefront of the school and to continually promote safeguarding on a daily basis
- To be continually alert to any behaviour which is a cause for concern
- To comply with the school safeguarding policies ensuring that they are used as a live document of everyday life in the school
- To report any concerns, rumours, inappropriate behaviour to either the head teacher, any member of SLT or the DSL.
- To promote a culture of raising concerns and supporting pupils and colleagues to bring any concerns to the attention of any SLT member in the school.
- To champion a culture of safeguarding children in every duty that you undertake, making sure that appropriate policies in school are followed at all times
- To understand, uphold and continually champion Fundamental British Values in the school, modelling the behaviours that as a school we value.
- To challenge any behaviour that is in contrast to the Fundamental British Values.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**