

Job Description

Post:	Teaching Assistant (Nursery)
Grade:	3
Location:	PCPS
Responsible To:	Head Teacher/SLT/SENCO/HLTA
Job Purpose	<ul style="list-style-type: none"> To work under the instruction/guidance of senior/teaching staff supporting the delivery of quality learning and play activities; help raise achievement standards for all nursery pupils environment; To encourage the participation of pupils in the social processes of the school; To undertake work/care/support programmes to enable access to learning for pupils and to assist the Teacher/Manager in the management of pupils and the classroom.

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers/managers and other professional agencies to provide effective support with learning and play activities;
 - Awareness of and work within school policies and procedures;
 - Support pupils to understand instructions, support independent learning and play and to promote the inclusion of all pupils;
 - Implement and contribute to planned learning and play activities/teaching programmes as agreed with the teacher/manager, adjusting activities according to pupils' responses as appropriate;
 - Participate in planning and evaluation of learning and play activities with the teacher/manager, providing feedback to the teacher/manager on pupil progress;
 - Support the teacher/manager in behaviour management and keeping pupils on task based on the expectations for individual pupils;
 - Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
 - Under the guidance of a teacher/manager monitor, assess and record pupil progress/activities;
 - Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/manager and in line with health and safety requirements;
 - Support pupils in their social development and emotional well-being, reporting problems to the teacher as appropriate;
 - Support pupils with SEND needs as appropriate;
 - Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
 - Contribute to pupils plans and reports;
 - Support the work of volunteers and other teaching assistants in the classroom;
 - Support the use of ICT in the curriculum;
 - Undertake pupil record keeping and maintenance of records as requested;
 - Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
 - Assist in escorting and supervising pupils on educational visits and out of school activities;
 - Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
 - Support children's learning through play and planned learning activities;
 - Maintain a clean, safe and tidy learning environment;
 - Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
 - May be asked to administer medications subject to agreement and in line with school policy;
 - Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
 - Monitor and manage stock and supplies for the classroom.
- Support for the School
- Be aware of and comply with policies and procedures relating to child protection/safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;
 - Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
 - Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
 - Contribute to the overall ethos, work and aims of the school;
 - Maintain good relationships with colleagues and work together as a team.
 - Appreciate and support the role of other professionals;
 - Attend relevant meetings as required;
 - Participate in training and other learning activities and performance development as required;
 - Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.