



Consett Junior School

Mr PJT Dixon, Head Teacher

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Teaching Assistant Grade TA3

Job Description

All Support staff will be expected to:

- Have regard to the Children Act (2004) and treat all pupils with respect and provide for their personal, educational and learning needs.
- Have read and Knowledge Part 1 of the latest version of Keeping Children Safe in Education.
- Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
- Be a member of the team who make up the whole school staff including teachers, support assistants, caretaker, clerical assistants, supervisory assistants, and kitchen staff and cleaning staff.
- Be responsible for maintaining high standards in the following key areas:
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Key Area: Curriculum Delivery

Key Tasks:

- Work in partnership with teachers and other professionals to provide effective support for learning activities.
- Contribute to the planning and evaluating of learning activities
- Observe and report on pupil performance
- Contribute to maintaining pupil records
- Take a full and active role in preparing and maintaining the learning environment
- Co-ordinate written reports and to contribute to school reports for other agencies
- To work with individual children, with small groups of children, and whole class under the overall supervision of the class teacher

Key Area: Pastoral Care

Key Tasks:

- Know the individual children
- Talking and listening to children

- Communicate with parents
- Communicate with other team members
- Give appropriate help throughout the school day, including the children's break and lunch times. This may mean having your own breaks at other times.
- Provide advice and support to colleagues in all aspects of their work
- Support school policy regarding equality diversity

Key Area: Team Membership

Key Task:

- Contribute to relevant team meeting
- Make effective team contributions
- Support other team members
- Recognise and use your own strengths and those of others

Key Area: School Identity

Key Tasks:

- Promote a positive image of the school to children, parents/carers and visitors
- Involve children in the life of the wider community
- Promote effective relationships with parents and carers in line with the School policy

Key Area: Health

Key Tasks:

- Contribute to both the physical and emotional health, and the well being of the children.
- Liaise with teachers, SENCO and other staff with regard to children with Special Needs
- Liaise with Health Service professionals and others supporting children's health and/or medical needs

Key Area: Personal and Career Development

Key Tasks:

- Review and develop your own professional practice
- Identify training needs
- Undergo appropriate training
- Take on additional, job extending tasks

Signed Date