



BDMAT

Birmingham Diocesan
Multi-Academy Trust

Promoting diversity across our Trust



St George's C of E Primary Academy Newtown B19 Level 2 Teaching Assistant

Job Description

Job Purpose

To support teaching staff in the development and education of children including the provision of specialist skills as appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

- To liaise with the AHT for inclusion and class teacher in order to meet the needs of children requiring support.
- To aid the teacher in getting the classroom ready for lessons
- To prepare learning materials under the supervision of the teacher
- To work inside or outside the classroom with individuals or groups
- To adapt support according to needs of the pupil
- To Support the activities of individuals or groups
- To Establish and maintain relationships with individual children and groups
- To look after children's physical, social and emotional welfare
- To support the class teacher to create a stimulating learning environment
- To keep up to date records of children progress and attend review meetings
- To contribute to the planning and evaluation of learning activities.
- To provide additional support for those children whom English is not their first language
- To support teachers in managing class behaviour following the school's behaviour policy
- To support children with significant SEND needs for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioral, emotional and social development needs
- To support with intimate care needs of children where appropriate in line with the guidance



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of the local authority

- To promote children' social and emotional development.
- To supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- To undertake and adhere to routine marking in line with school policy
- To undertake joint home visits as appropriate and in line with LEA policy alongside Designated Safeguarding Leads
- To support the development and effectiveness of team work within the school environment
- To develop and maintain working relationships with other professionals
- To liaise with parents and external agencies as appropriate
- To work as required across the curriculum and in all Key Stages within the School
- To support the use of information and communication technology in the Classroom
- To have a responsibility for promoting and safeguarding the welfare of children and young people, he/she is responsible for or comes into contact with.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- To attend appropriate staff meetings and parents' evenings
- To carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school



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