

# Job Description



**Berkswell C of E Primary School**  
**“Inspiring Children to Shine”**

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Teaching Assistant	<b>Post No</b>	
<b>School</b>	Berkswell C of E Primary School		
<b>Salary Band/Range</b>	Band B		
<b>Responsible to</b>	Mrs Tracy Drew		
<b>Location</b>	Berkswell C of E Primary School		
<b>DBS Check</b>	Required		
<b>Special Conditions</b>			

## 1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the development of children

## 2. Key Responsibilities

<b>2.1</b>	<b>Main Duties</b>
	<ul style="list-style-type: none"><li>• Provide individual support for a designated pupil, ensuring their safety and access to learning.</li><li>• Work with the teacher to establish and maintain an appropriate learning environment.</li><li>• Prepare, maintain and use resources required for the learning activity and assist the pupil in their use.</li><li>• Assist the class teacher in the planning and preparation of activities in order to meet the needs of the pupil.</li><li>• Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.</li><li>• Monitor and evaluate pupil responses and progress against action plans through observation and planned recording.</li><li>• To assist the teacher in liaising with parents and professionals such as speech therapists.</li><li>• To assist children with personal hygiene routines.</li><li>• To deal with minor accidents and administer first aid.</li><li>• To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post.</li></ul>
<b>2.2</b>	<b>People</b>
	The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.

	<b>2.3</b>	<b>Safeguarding</b>
		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	<b>2.4</b>	<b>Financial</b>
		The job involves little direct responsibility for financial resources, e.g. dinner or trip monies.
	<b>2.5</b>	<b>Buildings &amp; Equipment</b>
		To ensure safe and proper use of equipment.
	<b>2.6</b>	<b>Health &amp; Safety</b>
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	<b>2.7</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>		
	<b>3.1</b>	<b>Mobility</b>
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	<b>3.2</b>	<b>Equal Opportunities</b>
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed by:</b>	
<b>Date:</b>	September 2024