

**HONEYWELL INFANT SCHOOL**

**JOB DESCRIPTION**

**TEACHING ASSISTANT**

**This position requires a person who is able to work with young children, aged between 3 – 7 years old, depending on the vacancy within the Infant School. The role is to act as an assistant supporting the Class Teachers in preparing, organising, and managing an appropriate environment for the children both in the class and at playtime.**

**Duties and responsibilities:**

- To work under the direction and guidance of the Head Teacher, SENCo and Class Teacher to assist in the educational and social development of pupils.
- To ensure the maintenance of a clean, orderly and safe working environment making sure that the equipment/resources/materials are set out on time.
- To assist the class teacher with learning activities ensuring health and safety and good behaviour of pupils. To support the pupils in accessing learning activities as directed by the class teacher to enable pupils' progress towards their targets. To be aware of and support the differences to ensure all pupils have equal access to opportunities to learn and develop.
- To participate in the implementation of individual education programmes for pupils, designed by the SENCo and teaching staff. Duties may include delivering intervention programmes and monitoring the progress of pupils educationally and/or socially, maintaining accurate records, in order to ensure documentation of all interventions with children.
- To work with individual programmes devised by other professionals, from outside agencies involved in supporting the pupils, e.g. Speech Therapists, Occupational therapists, etc. To discuss the progress of these children with the outside agencies, if required.
- To support pupils, agreed with the Head Teacher and SENCo, with emotional or behavioural problems and assist with the development of social skills to promote positive sensitive behaviour patterns, raise self-esteem and improve independent working.
- To participate and supervise pupils in off-site activities as directed by the Head Teacher, SENCo and/or class teacher, e.g. educational trips, walks, etc. To supervise in PE lessons and at playtime to ensure the continued safety of children.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well being.
- To contribute to the overall work and aims of the school. To appreciate and support the role of colleagues and other professionals and to enable the school to fulfil its development plans, etc.

- At morning, lunchtime and afternoon playtimes to supervise the children. To encourage the children in positive play and behaviours in the playground. The children should line up quietly in the playground, ready to be collected by their class teacher.
- To put up classroom displays. To photocopy and assist with administrative work as required by the class teacher.
- To contact the school by 8.00am if they are unable to attend school, due to sickness or any other circumstances beyond their control.
- To carry out such other duties as the Head Teacher may require from time to time.

**Data Protection**                      To be aware of the school and LAs responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.  
To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

**Confidentiality**                      You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matter of concern regarding such issues as bad practice of mismanagement.

**Equalities**                              The schools and LA have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

**To whom responsible:**  
Head Teacher and Line Manager

The job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained within may vary or be amended from time to time without changing the level of responsibility associated with this post.

**Signed:**.....

**Date:**.....

**Signed:**.....                      **Head Teacher**

**September 2023**