



HANDCROSS PRIMARY SCHOOL

London Road, Handcross, Haywards Heath, West Sussex RH17 6HB

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Website: www.handcrossprimary.uk

Headteacher: Mrs Sharon Bondonno

JOB PROFILE - TEACHING ASSISTANT

Support Profile

- To work with individuals and groups of children with the primary focus on English and maths.
- To liaise with the class teacher and the SENCo appropriately to ensure that the support role in planned activities is clearly understood and that the desired learning outcome is attained.
- To work with groups of children or individual children on Individual Learning Plan activities and to provide feedback to the class teacher and SENCo as appropriate.
- To participate in consultations with parents of children, school support staff and external support agencies, when so required.
- To assist the class teacher and SENCo in assessment, review and renewal of ILPs, and record keeping as required.

Administration, Duties and Professional Profile:

- To assist the class teacher and SENCo in the planning and preparation of teaching materials and to mark work as required.
- To assist in maintaining a tidy, safe and stimulating learning environment.
- To carry out regular playground duty on specified occasions.
- To undertake class cover as required.
- To contribute to extra-curricular clubs on offer before and/or after school.
- To provide a positive role model for the children, adhering to school policies and the code of conduct, maintaining professional relationships and upholding all aspects of the school ethos.
- In particular, to be aware and comply with policies and procedures related to Safeguarding, Health, Safety and Security, Confidentiality and GDPR, Behaviour and Anti-Bullying, reporting all concerns to the appropriate person.
- To ensure that all children, regardless of age, gender, race, culture, faith or ability are treated fairly and given equal access to learning opportunities.
- To deal with inappropriate behaviour in line with the school's behaviour policy.
- To participate annually in the appraisal process, setting and reviewing targets that maintain high levels of achievement and promote high standards.
- To undertake such training as may be specified by the Headteacher in order to extend skills, knowledge and understanding of aspects of the role.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.