

CESHIRE EAST COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

This position does not require you to disclose any spent convictions under the Rehabilitation of Offenders Act. You are **not** required to and **should not** complete this section of the application form.

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THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Teaching Assistant - Support (Primary)

EVALUATION REFERENCE: AAAD5059

GRADE: 4

REPORTS TO: Head Teacher

JOB PURPOSE

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

PRINCIPAL RESPONSIBILITIES

- 1 Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- 2 Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.

- 3 Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- 4 Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- 5 Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
- 6 Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- 7 Attend to the personal, social and physical needs of pupils so that their well being is maintained.
- 8 Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- 9 Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- 10 Attend staff and other meetings and participate in staff training development work and staff reviews as required.
- 11 Coordinates the school playgroup and lunch time quiet club.
- 12 Carries out basic administrative tasks; filing, laminating, binding, photocopying, answering the telephone.
- 13 Collects, counts and banks dinner money, chases up late payments.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

IMPORTANT

All terms and conditions relating to the above job description are the current Cheshire East Council terms and conditions of employment, however; the Council is currently formally consulting with the Trade Unions to harmonise all terms and conditions across the Council. The above will be included in the consultation and will be subject to review