



Rushton Primary School  
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[www.rushtonprimaryschool.co.uk](http://www.rushtonprimaryschool.co.uk)  
Head Teacher – Ms Alison Willis  
Business Manager – Mrs Michelle Johnston  
Chair of Governors – Mrs Sharon Short

## JOB DESCRIPTION

Teaching Assistant

Grade D (Points 3-4)

Accountable To: Head Teacher

Responsible To: Class Teacher

Rushton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

### Overall Responsibilities

Teaching Assistants are appointed to work within the school as part of a team, under the general direction of the Head teacher.

### Specific Duties

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of a designated Teacher. In co-operation with the Teacher and under the agreed educational plan, the postholder will:

#### Providing Personal and welfare care:

- Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes including toileting, hygiene and feeding / meal times, to help with development of social skills and to ensure that the school's health, safety and behaviour policies are maintained.
- Assist the School Nurse in providing support to the child whilst the nurse carries out medical procedures so that the school's health, safety and behaviour policies are maintained.
- Deal with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
- To care for a sick or injured child referring them when necessary to the School First Aider and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.



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### Supporting Pupils in the learning environment:

- Supervise and support pupils in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of predefined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT).
- Assist with the supervision of pupils out of lesson times to enhance service delivery (for example before and after school) to enhance service delivery and encourage structured and positive play.
- May assist pupils with mobility equipment such as using wheelchairs and/ or hoists to support pupils in their learning environment.

### Providing clerical and other support to service users:

- Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, money, administering coursework).
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.

### Preparing and maintain the classroom environment and resources:

- Create and maintain a purposeful, orderly and supportive environment accordance with lesson plans and assist with the display of pupils' work to support pre-defined learning activities to meet the needs of pupils and the curriculum.
- Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum.

### Developing the team

- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.

### Building Professional Relationships

- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

### Dealing with Behaviour Issues

- Observe / use awareness of behaviour, knowledge or different behaviour management and communication strategies and adapt existing strategies / methods as necessary to deal with disruption by pupils in class.

- Where required and suitably trained use appropriate physical restraint techniques in accordance with relevant policies and procedures.

Monitoring levels and ordering of resources

- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Reviewing pupil’s performance

- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

Physical Effort and/or Strain

- Physical effort and/or strain is regularly used through the normal working pattern when helping to move pupils, using mobility equipment such as wheelchairs and/or hoists.

Working Environment

- Job holders may frequently attend to personal, hygiene and medical care needs throughout the normal working pattern and therefore be exposed to unpleasant substances.

This post is not exhaustive and the post holder may be required to undertake other duties as reasonably required by Head Teacher.

Signed ..... (Head Teacher )

Dated.....

Signed..... (Post Holder)

Dated.....

