



JOB DESCRIPTION

Job Title: Primary Teaching Assistant – Band 1 Support

School/Service: Cambridge Academic Partnership

Hours: (subject to maximum 32.5 hours per week)

Job Purpose:

To work in partnership with class teachers to support learning by working with individuals or small groups of children under the direction of teaching staff.

Principal Accountabilities:

- To actively support, utilise and embed the school's child protection & safeguarding policies and procedures
- To ensure that the safety & welfare of pupils is maintained at all times
- To fully implement the school's behaviour policy and ensure that you enforce it at all times
- Set up and clear away displays and activities, including ensuring that the materials, environment and equipment are safe and clean and meet health & safety requirements
- Attend to children's personal needs if required
- To communicate with class teachers in advance of sessions and ensure that you know & understand the learning objectives for the session
- Work with individual children or small groups of children under the direction of the teacher or higher level Teaching Assistants providing a basic level of assistance
- Provide feedback to the Teacher and/or other teaching assistants
- Support the teacher in behaviour management and keeping children on task
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- Assist with the display and presentation of pupils' work
- Assist with the preparation, maintenance of stocks of materials and resources
- Assist with escorting pupils on educational visits
- To display work as directed by the class teacher
- To supervise the children during break-times and lunchtimes as directed by senior staff, including facilitating games and activities
- To supervise and engage with the children during Friday Club if required
- To attend CPD & INSET as required by the school
- Other reasonable requests made by the Senior Leaders of the school.

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.