



# Brockhampton Primary School and Forest School Nursery

Bringsty ~ WORCESTER ~ WR6 5TD

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[www.brockhamptonprimaryschool.co.uk](http://www.brockhamptonprimaryschool.co.uk)

Headteacher: Mr Matthew Mander

## Job Description

<b>Job Title:</b> Teaching Assistant Level 1	<b>Post No:</b>	<b>Grade:</b> HC03
<b>Responsible to:</b> Head Teacher		
<b>Main Purpose of Job:</b> To assist, under the direction of the head teacher and other designated teachers, with the education, care and welfare of children.		
<b>Main Duties and Responsibilities:</b> <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objective of the school.</i> <ul style="list-style-type: none"><li>• To assist in the preparation of materials and programmes of work.</li><li>• To assist with group activities within and away from the classroom</li><li>• To assist with any medical, personal, social and behavioural problems</li></ul>		
<b>Job Activities:</b> <ul style="list-style-type: none"><li>• Support the inclusive ethos of the school and follow school routines and procedures</li><li>• Undertake a programme of induction and attend relevant in-service training, within and outside the school</li><li>• Be aware of, and maintain, confidential issues as required</li></ul> <u>Under the direction of the teacher and/or line manager to:</u> <ul style="list-style-type: none"><li>• Assist in designated areas of curriculum including preparation and clearing away of resources, including IT</li><li>• Promote pupil achievement in learning and re-enforce pupil's self esteem</li><li>• Ensure that children are able to use equipment and materials provided</li><li>• Assist with the support of group activities within and away from the classroom</li><li>• Assist with movement of pupils around the building and surrounding areas and with activities away from the classroom, both within and outside lesson time</li><li>• Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required</li><li>• Be aware of and promote children's general welfare and follow the school's health and safety procedures</li><li>• Assist with health, hygiene and first aid. This may include assistance with toileting</li><li>• Assist with the preparation and mounting of display materials</li><li>• Share general domestic duties with the teachers and other staff</li><li>• Support inclusion of children with special needs</li><li>• Assist with the delivery of individual education plans</li><li>• Provide feedback about the children to the teacher</li><li>• To undertake designated administrative and clerical tasks, in order to support teaching and learning</li><li>• Carry out other duties as directed by the teacher, line manager or head teacher</li><li>• Undergo review of duties and responsibilities according to the school's schedule.</li></ul>		

**Personal and Professional Conduct**

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout our school.

At Brockhampton, we expect Staff to maintain standards of ethics and behaviour, within and outside school, by:

- Treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regards for the needs to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the role as set out in their job description.

**Other Information:**

- Disclosure type: Enhanced

**General Information :**

The post holder will be required to comply with the school's policies and procedures.

The school has a no smoking policy. Employees are not permitted to smoke on any of the school's premises or in any vehicle used on school business.

The postholder will promote the School's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the School's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the school.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

**Line Manager Name:****Line Manager Signature:****Date:**