As God's family, together we achieve

HODDLESDEN ST PAUL'S CE PRIMARY

JOB DESCRIPTION

Job Title:	**Volunteer** Teaching Assistant
School/Service:	Hoddlesden St Paul's CE Primary School
Reports to:	Headteacher, Mr Chris Dugdale
Grade:	**NA**
Location:	Bayne Street, Hoddlesden, BB33NH
Hours:	**To be agreed**

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Principal Accountabilities:

1. Support for children

- **Under the direction of the teacher**, carry out pre-determined tasks and / or perform general classroom duties.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.

3. Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use.

- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials,
- mounting displays.
- Ensure that information relating to a child's safety is shared effectively and senstitvely with the class teacher.

4. Support for the school

- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events, e.g. school plays, events.
- Commit to promoting and safeguarding the welfare of all children.
- Partipate in training sessions or safety briefings relevant to your role in school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is expected that all regular volunteers will undertake an enhanced DBS check.

Volunteer Teaching Assistant

Person Specification

	Essential or Desirable
Demonstrate a commitment to safeguarding children and promoting their welfare.	E
A good standard of literacy and numeracy skills (minimum GCSE C or equivalent).	E
Ability to provide levels of individual attention, reassurance and help with learning tasks as apporporiate to the pupil's needs.	E
Willing to comply with all school policies, e.g. behaviour management, health and safety, equal opportunities.	E
Ability to work effectively with colleagues, communicate with parents, governors and other support agencies.	E
Demonstrate a commitment to safeguarding children and promoting their welfare.	E
Willingness to maintain confidentiality on all school matters.	E

Willingness to approach all tass enthusiastically which could include break-time supervision, tidying classroom and photocopying.

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