

# JOB DESCRIPTION

## Volunteer Teaching Assistant



**LONGTHORPE**  
PRIMARY ACADEMY

### JOB PURPOSE:

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

### MAIN DUTIES

#### 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 sensitively 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.
- Participate in training sessions or safety briefings relevant to your role in school.

*The Longthorpe Academy Committee 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.*



Proud to be part of  
**KEYS  
ACADEMIES  
TRUST**

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# PERSON SPECIFICATION

## Volunteer Teaching Assistant

|                                                                                                                                    | Essential<br>or<br>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).                                                    | D                            |
| Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil's needs.   | E                            |
| Willing to comply with all school policies, e.g. code of conduct, behaviour management, health and safety, equal opportunities.    | E                            |
| Ability to work and communicate effectively with colleagues, parents (where required), governors and other support agencies.       | E                            |
| Willingness to maintain confidentiality on all school matters.                                                                     | E                            |
| Willingness to approach all tasks enthusiastically which could include break-time supervision, tidying classroom and photocopying. | E                            |