Job Description and Person Specification
Teaching Assistant: Class Based

Responsible to: Class Teacher/ DHT/ Head Teacher and SENCo

Grade: TR4 **(£18,346 to £19239 range paid pro-rata)**

Hours: 30 hours per week; term time only. The school day is 8:50 to 15:10
This includes planning & preparation time

The purposes of the role include:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of children's records.
- To promote the school's values, culture and ethos.

Specific duties and responsibilities:

- Work as part of a team and assist the classteacher/SENCo to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the classteacher/SENCo.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the classteacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the classteacher/SENCo.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Under the direction of the teacher/SENCo, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.

- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures.
- When directed escort and supervise pupils on planned visits/journeys within agreed working hours
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parents evenings, concerts and festivals within agreed working hours
- To show a commitment to school life by running an extra-curricular club within agreed working hours
- Attend appropriate staff meetings and training days/events as requested within agreed working hours
- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support a class teacher/SENCo.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of children's records.
- To promote the school's values, ethos and culture.
- To assist in resolving any behavioural, social and emotional difficulties this may arise. Have high expectations of behaviour and the ability to promote positive behaviour in line with the school's policy.
- To encourage the pupil to develop a positive self-image, and to develop confidence in their abilities and communication with others.
- When appropriate, cover supervise for short periods of time for the whole class in the absence of the teacher e.g. for comfort breaks, retrieving resources or brief discussions with other professionals.
- Accompany pupils on educational visits in school time as requested.
- Provide general assistance at school functions held in school time.
- Such other duties as may be required by the Head Teacher with consultation.

Signed _____ Date: _____

East Stour Primary School

Person Specification		
Knowledge, Understanding and Experience	**Essential**	**Desirable**
• Has worked with Primary aged pupils in a learning context	✔	
• Has worked closely and successfully with children from different social backgrounds		✔
• Has the capacity to impact favourably on children with difficult individual personal needs		✔
Qualifications and Training		
• Meet Higher Level Teaching Assistant standards – see DfES/TTA document "Professional Standards for higher level teaching assistants" for further information.		✔
• Have qualifications or experience in Math/Numeracy and English/Literacy at or **equivalent to** at least NVQ2	✔	
Skills and Attributes		
• Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	✔	
• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations	✔	
• Have a creative approach to problem solving and use this to inspire and motivate pupils	✔	
• Is not a risk to the safeguard or welfare of young people	✔	
• Puts the welfare of young people at the heart of their work	✔	
• Has shown the capacity to embrace change	✔	
• Has shown skill in resolving conflict between people		✔
• Is trustworthy, honest, shows integrity and has a sense of fair play	✔	
Leadership and Management		
• Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative	✔	
• Must be flexible with effective time management skills	✔	
• Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing	✔	
• Has a good record of attendance and punctuality over the past two years	✔	
• Has proven ability to work under pressure	✔	
• Has shown personal motivation regarding training and personal development		✔
• Demonstrates perseverance in completing challenging tasks	✔	
• Must have ability to critically evaluate own performance	✔	
General		
• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	✔	
• Have the ability to relate well to children and adults, understanding their needs and able to respond accordingly	✔	

Signed _____ Date: _____