



Bishops Down Primary School
TEACHING ASSISTANT KR3 JOB DESCRIPTION

'All Stakeholders at Bishops Down Primary School make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

Achievement *in personal goals and academic attainment*

Self-belief, *to be confident in different situations*

Perseverance, *to be resilient in times of change*

Independence, *to be a life-long learner*

Respect *for each other and the world around them*

Equality *for all*

Together with the Teacher Standards, these values are the foundation of every job description.

Post: Teaching Assistant

Name of Teaching Assistant:

Responsible to: The Headteacher, the Governors of the school and the Local Authority

Job Purpose: To undertake education support duties and assist the class teacher in meeting the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs.

Salary: At a point on the KR3 Scale as agreed by the Governing Body.

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Main purpose

The TA will:

- Work under the direction and guidance of the Headteacher, Deputy Headteacher, SENDCo and Class Teacher to assist in the education and social development of pupils.
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans and objectives shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

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- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Take part in INSET days and other meetings as required
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Undertake playground supervision during the mid-morning, lunchtime and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff.
- Support children at lunchtimes in the dining hall, particularly those with additional need.
- Tend to the hygiene, personal care and physical needs of individual pupils and assist children to dress and undress for PE as required.
- Support children with physical disabilities during hydrotherapy sessions.
- Participate in and supervise pupils in off-site activities
- Provide support for the class teacher and colleagues in the manual handling, physical restraint of pupils and care plans to ensure pupils' wellbeing.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Maintain complete confidentiality on all school matters

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
	You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
Qualifications and experience	<ul style="list-style-type: none"> ➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) ➤ GCSEs at grades 9 to 4 (A* to C) including English and maths ➤ Experience of working with children (1-2 years) is preferable ➤ First Aid qualification would be an advantage
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil’s wellbeing and equality

Notes:

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This job description may be amended at any time in consultation with the postholder.

Last review date: January 2022

Next review date: January 2024

Headteacher/Line Manager's signature: _____

Date: _____

Signed by Post Holder _____

Print Name _____

Date _____