



## Teaching Assistant

### First for Primary Education

The Primary First Trust  
The White House  
Clifton Marine Parade  
Gravesend DA11 0DY

Tel: 01474 565903  
[office@thepriamryfirsttrust.co.uk](mailto:office@thepriamryfirsttrust.co.uk)  
[www.thepriamryfirsttrust.co.uk](http://www.thepriamryfirsttrust.co.uk)

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# The Primary First Trust

## JOB DESCRIPTION

### Job purpose including main duties and responsibilities:-

**Title:** Teaching Assistant.

**Responsible to:** Head Teacher, SLT, SENCO.

**Hours/Weeks:** 39 weeks per annum (term time), Full time, 32.5 hours per week.

### MAIN PURPOSE OF THE JOB

To work under the instruction / guidance of the teacher or senior staff to deliver support to individual or groups of children to enable them to access learning and maximise their chances academically, socially and morally.

### Key Duties:

- Assist teachers and senior staff to ensure pupil progress.
- Assist teachers in developing and maintaining an attractive and stimulating learning environment.
- Prepare, maintain and use resources required to meet learning intentions and specific needs.
- Ensure accurate records and observations are kept as well as where appropriate helping assess and feedback.
- Administer routine tests, invigilate exams and undertake routine marking of pupil's work.

### Job activities to include:

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in class and school activities.
- Supervise and assist with medical / toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, providing feedback in line with school policies and teacher guidance.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create maintain a purposeful, orderly and supportive environment in accordance with lesson plans and the school display policy.
- Assist with the planning of learning activities, monitoring pupil's responses to these and make accurate recordings as directed.
- Use a range of strategies, in liaison with the teacher or senior staff to support pupils to achieve learning goals and personal targets.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- Provide administrative support for the teacher.
- Undertake structures and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Work with pre-determined guidance, policies, procedures and teacher guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff on pupil visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.
- Demonstrate a commitment to inclusion for all.

*The Primary First Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Excellent numeracy and literacy skills.</p> <p>A*-C GCSE English and Maths.</p>	<p>NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.</p> <p>First aid training.</p> <p>Training in literacy and or numeracy learning strategies.</p>
<b>Experience</b>	<p>Working with or caring for children of a relevant age.</p>	<p>Experience of working as a Teaching Assistant in a Primary School.</p> <p>Experience of supporting children with phonics.</p>
<b>Knowledge and Skills</b>	<p>Effective use of ICT and relevant technologies.</p> <p>Basic understanding of child development.</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work effectively and flexibly as part of a team.</p> <p>Effective time management and organisational skills.</p> <p>A holistic approach to the well-being and education of pupils.</p> <p>The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners.</p> <p>Ability and willingness to work collaboratively and supportively within the school team.</p> <p>Able to inspire confidence and respect amongst colleagues and the school community.</p> <p>Build effective and professional working relationships with parents, staff, Governors and the wider community.</p> <p>Is committed to their own professional development.</p> <p>Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times.</p>	<p>Understanding of relevant policies and practices.</p> <p>An understanding of the curriculum and other learning strategies.</p>