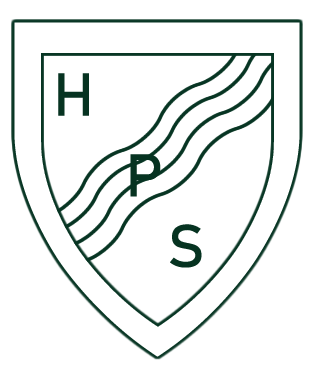
**Halling Primary School**

**Teaching Assistant**

**Job Description and Person Specification**



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| Employment Details: | |
| **Post Title:** | Teaching Assistant EYFS/KS1/KS2 |
| **Line Manager:** | Assistant Headteacher/Senior Leadership Team |
| Job Description - Main Duties/Responsibilities: | |
| Support children with mathematics, reading and writing on an individual, class or small group basis. | |
| Help children who need extra support to complete tasks. | |
| Give extra support to children with special educational needs, disabilities or English as an additional language. | |
| Help the teacher to develop learning programmes and activities and adapt appropriate materials. | |
| Assist the teacher with marking and correcting work, and other administrative tasks. | |
| Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order. | |
| Listen to children read, read to them and tell them stories. | |
| Support the teacher in managing class behaviour. | |
| Supervise group activities. | |
| Look after children who are upset or have had accidents. | |
| Take part in training, meetings and reviews. | |
| Create displays from pupils’ work. | |
| Develop knowledge of the learning support needs of individual pupils. | |
| For the pupils you are supporting: | |
| * Aid their learning as effectively as possible. | |
| * Clarify and explain instructions. | |
| * Ensure they are able to use any equipment and materials provided. | |
| * Assist them in weaker areas such as language, behaviour and social skills. | |
| * Help them to concentrate on and finish work set for them. | |
| * Meet physical needs as required while encouraging independence. | |
| * Assist with the development and implementation of EHC plans. | |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. | |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher. | |
| Support the use of IT and computing in learning activities and develop pupils’ competence and independence in its use. | |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum. | |
| Help out with school events, trips and activities. | |

**Teaching Assistant - Person Specification:**

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| **Essential Skills and Experience** |
| Successful, relevant experience of working with children of relevant age within a learning environment and appropriate qualification. |
| Good understanding of child development. |
| The ability to apply behaviour management policies and strategies, which contribute to a purposeful learning. |
| Be able to work effectively as part of a team and contribute to group planning etc. |
| Be able to work independently and on own initiative. |
| Must be flexible with effective time management skills. |
| Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. |
| A positive, can do attitude and a good sense of humour |
| Must have excellent communication skills in order to build rapport with adults and children, both verbally and in writing. |
| A proven ability to motivate pupils. |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.