

Teaching Assistant Job Description and Person Specification
Shipbourne Primary School

| Teaching Assistant Level 1 | |
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| Pay grade | KR3/4 £19,293 - £20,493 (Pro Rata Term Time Only) |
| Qualifications | GCSE Grade C or equivalent in English and Maths |
| Experience | Previous experience of working with children (preferred) although training and support will be given |
| Skills and abilities | English, Maths and basic IT Ability to relate well to children and adults, understanding their needs and responding accordingly Calm, kind and firm Good influencing skills – being able to encourage pupils to interact with others and be socially responsible |
| Appraisal/Performance Management | Will consistently meet appraisal targets or go above and beyond (over a minimum two year period) |
| Knowledge | Open and willing to further own learning. Knowledge of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality |
| Policies and Procedures | Follow all school policies and procedures Consistently follow the Behaviour Blueprint Use consistent Zones of Regulation and restorative language 97% attendance Record all known incidents (First Aid, Behaviour, Safeguarding etc.) on CPOMs on the day that the event occurs |
| Communication and Community | Consistently demonstrate the vision and values of the school Role model positive and professional behaviour and communication, with all stakeholders, at all times Read and respond (where necessary) to daily update emails Build a positive relationship with parents through written (emails/ reading diaries) and verbal communication (face to face/ phone calls) Oversee break duty Attend and effectively contribute to learning team meetings Contribute effectively to in school events |
| Personal Development | Attend termly mentoring sessions in induction year Attend termly safeguarding supervision with the DSL Access and implement training offered during the school day |

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Purpose of the Job:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities

1. Liaise with the teaching team daily and attend weekly meetings as directed
2. Support the teacher in behaviour management and keeping pupils on task
3. Work with individuals or small groups of pupils in the classroom under the direct supervision of the teaching staff and provide feedback to the teacher
4. Support pupils to understand instructions and support independent learning and inclusion of all pupils
5. Provide timely feedback to the class teacher and pupils
6. Deliver in class interventions and record progress on tracking sheets
7. Read pupil provision plans and act upon targets with clear and consistent record keeping
8. Demonstrate a positive impact on behaviour for learning in the classroom
9. Ensure that accountability for pupil's behaviour and wellbeing is maintained throughout the whole day; transitions, lunchtimes etc.
10. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
11. Prepare and enhance the learning environment and resources, including photocopying, filing and the display and presentation of pupils work and
12. Contribute to maintaining a safe environment
13. Assist with break and lunchtime supervision including facilitating games and activities
14. Assist with escorting pupils on educational visits
15. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

You will also be expected to adhere to the **Teaching Assistant Standards:**

Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

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Knowledge and understanding

Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is 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 acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and Learning

Teaching assistants are expected to:

- 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.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- 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.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning. Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with Others

Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- 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 responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- 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.