**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.
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| * Clarify and explain instructions.
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| * Ensure they are able to use any equipment and materials provided.
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| * Assist them in weaker areas such as language, behaviour and social skills.
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| * Help them to concentrate on and finish work set for them.
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| * Meet physical needs as required while encouraging independence.
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| * Assist with the development and implementation of EHC plans.
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| 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.