

JOB DESCRIPTION

POST TITLE: Teaching Assistant

SALARY: KR3

REPORTS TO: Class Teacher, Key Stage Lead, Deputy Head Teacher

Role Profile	Teaching Assistant
Job Purpose	<p>To support children's learning with phonics, mathematics, reading and writing on an individual, class or small group basis.</p> <p>To support children's learning through play during continuous provision.</p> <p>To support the class teacher in the provision of excellent learning opportunities.</p> <p>Prepare the classroom for lessons and practise good housekeeping to ensure the classroom remains in good order.</p> <p>Listen to children read, read to them.</p> <p>Supervise group activities.</p> <p>Take part in training, meetings and reviews.</p> <p>Create displays under the supervision of the teacher.</p> <p>Support with developing and resourcing the learning environment.</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Experience and knowledge of working within Primary education, ideally in the Early Years Foundation Stage. • High standard of maths and literacy skills with a secure understanding of English grammar. • An understanding of and the ability to deliver systematic synthetic phonics. • An understanding of or willingness to learn, the maths mastery approach. • An understanding of using assessment for learning to enable pupils to make progress. • An awareness of how to complete in-class observations. • Confidence to plan activities and assess their impact for the children with guidance from the class teacher. • Able to keep detailed notes on progress and concerns to be used as evidence for the review, progress and assessment as appropriate. • Able to provide positive and supportive feedback to pupils and their parents. • Good communication skills. • Ability to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community. • Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team.

PERSON SPECIFICATION

POST TITLE: Teaching Assistant

Essential skills and experience
Successful, relevant experience of working with children of primary/EYFS 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, enthusiastic and highly organised about all aspects of classroom operation.
Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
Be committed to your own professional development and keen to make a significant contribution to the life of our school.
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.
Have high expectations of both pupils and of yourself.
Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.
A positive, can-do attitude and a good sense of humour.