

Lydden Primary School

Job Title: Teaching Assistant

Directorate: Children, Families & Education

Reports to: Class Teacher

Line Manager: Head of School

Job Holder's Name:

Grade: KR3

Main Purpose of Job

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a positive, purposeful and supportive learning climate
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities

Support for the Pupils

- To deliver learning and pastoral support
- To understand the individual needs of children and be responsible for supporting them with social health, personal care and hygiene
- To be responsible for the medical support and care of individual pupils in line with medical care plans
- To undertake First Aid training and deliver First Aid to all pupils as required
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model and providing emotional support for pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To work with the Senior Leadership Team and other teachers to develop and implement education targets and plans
- To support children with special educational needs and disabilities
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage pupils to interact and work co-operatively with others and engage positively in all activities
- To read with individual children and groups and complete records as directed by the class teacher
- To work with small groups of children and to take responsibility for their learning
- To support children in learning activities and tasks, ensuring that they understand tasks and learning objectives

Support for the Teacher in supporting the pupils

- Within an agreed system of supervision, to work with the teacher to develop appropriate learning activities and the classroom environment
- To assess, record and feedback the achievements and progress of pupils through agreed monitoring systems
- To develop behaviour management strategies in line with the school's Policy for Behaviour For Learning
- To be proactive in managing behaviour and promote self-control, responsibility, emotional intelligence and resilience
- To support pupil transitions
- To accompany teachers and children on educational visits within working hours
- To work with the class teacher to complete administration tasks and prepare displays

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security and confidentiality, reporting all concerns to the DSL
- To contribute to and uphold the overall ethos and values of the school
- To attend and participate in professional development meetings, and in CPD, training and other activities as required
- To assist in the general care of the school environment
- To assist with children at the beginning and end of the day within working hours
- To undertake supervision and support of pupils in the playground/ field during recreational times and in the hall at lunchtime. Ensure children are positively and actively engaged and ready for learning on return to class by ensuring any situations have been de-escalated and a handover to teaching staff has taken place.
- To participate proactively in the performance appraisal system for support staff, taking responsibility for your own professional development.

Support for the Curriculum

- To plan and deliver teaching and learning activities for interventions and adjust these when necessary
- To use and prepare specialist equipment, plans and resources necessary to support learning intervention activities, taking into account pupil's interests, needs, language and cultural backgrounds
- To assist with the development of core skills in English and Maths to support their use in learning activities
- To undertake broadly similar duties commensurate with the level of the post as required by the Head of School

Organisation (not Line Management responsibilities)

Executive Headteacher/ Head of School

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Class Teacher

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Teaching Assistant

The National Occupational Standards for Supporting Teaching and Learning (NOS STL) below are relevant to this job description. These standards will be monitored as part of the performance appraisal process.

National Occupational Standards for Supporting Teaching and Learning	
STL1	Provide support for learning activities
STL2	Support children's development
STL3	Help to keep children safe
STL4	Contribute to positive relationships
STL5	Provide effective support for your colleagues
STL6	Support numeracy and literacy activities
STL7	Support the use of information and communication technology for teaching and learning
STL8	Use information and communication technology to support pupil's learning
STL9	Observe and report on pupil performance
STL10	(EYFS) Support children's play and learning
STL11	Contribute to supporting bilingual and multi lingual pupils
STL12	Support a child with disabilities or special education needs
STL16	Provide (and maintain) displays
STL17	Invigilate tests and examinations
STL18	Support pupil's learning activities
STL19	Promote positive behaviour
STL20	Develop and promote positive relationships
STL21	Support the development and effectiveness of work teams
STL22	Reflect on and develop practice
STL23	Plan, deliver and evaluate teaching and learning activities under the direction of a teacher
STL24	Contribute to the planning and evaluation of teaching and learning activities
STL25	Support literacy development
STL26	Support numeracy development
STL27	(EYFS) Support implementation of the early years curriculum
STL28	Support teaching and learning in a curriculum area
STL29	Observe and promote pupil performance and development
STL30	Contribute to assessment for learning
STL31	Prepare and maintain the learning environment
STL33	Provide literacy and numeracy support to enable pupils to access the wider curriculum
STL34	Support gifted and talented pupils
STL35	Support bilingual and multilingual pupils
STL37	Contribute to the prevention and management of challenging behaviour in children and young people
STL38	Support children with disabilities or special educational needs and their families
STL39	Support pupils with communication and interactions needs
STL40	Support pupils with cognition and learning needs
STL41	Support pupils with behaviour, emotional and social development needs
STL42	Support pupils with sensory and/or medical needs
STL45	Promote children's wellbeing and resilience
STL59	Escort and supervise pupils on educational visits and out of school activities
STL62	Develop and maintain working relationships with other practitioners

Necessary Experience

- Good standard of general education (i.e. minimum NVQ 2 or equivalent) together with good English and Maths skills (i.e. GCSE grade C or equivalent)
- Have necessary skills to lead learning and supervise group activities safely and be able to use a range of strategies to meet pupil needs and respond appropriately to and manage any inappropriate pupil behaviour
- Successful relevant experience of working with children
- Have good working knowledge of relevant policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality
- Ability to use ICT and specialist equipment/materials and be able to demonstrate and assist others in their use
- Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupil progress, giving feedback as required.
- Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- Complete induction successfully

Scope for Impact

Teaching Assistants provide support which allows qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Teaching Assistants contribute to pupils' learning and will have a significant impact on their achievement.

Job context

Teaching Assistants (TAs) are expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher in the classroom. TAs will contribute to, and need to demonstrate skills in, planning, monitoring and assessment. At Lydden Primary School, TAs plan, deliver and evaluate interventions on a 1:1 or small group basis. TAs are also expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, code of practice and legislation reporting any concerns to the appropriate person. The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

The above job description was agreed in March 20223. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance appraisal process.

Signed: Date:
[Post holder]

Signed: Date:.....
[Head of School]