Job Description

|  |  |
| --- | --- |
| **School:** | **Higham Primary School** |
| **Job Title:** | **Teaching Assistant (linked to a child)** |
| **Grade:** | **KSB** |

|  |  |
| --- | --- |
| **Responsible To:** | Line Manager & Headteacher |

**Purpose of the Job**

|  |
| --- |
| To support the education and well-being of all pupils by assisting the class teacher with their day-to-day needs, enabling effective delivery of the curriculum and responding to individual pupil needs. The post holder will work closely with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance, and supervision of the classroom teacher. |

**Key Duties and Responsibilities**

|  |
| --- |
| * Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
* Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
* Establish a professional and strong working relationship with all members of the school team to support the commitment and ethos of everyone at the school.
* Encourage pupils to interact with each other in an appropriate and acceptable manner showing mutual respect and consideration towards others.
* Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
* To support and supervise individuals and small groups of pupils in learning activities under the direction and supervision of a qualified teacher, contributing to the delivery of planned learning and adapting approaches when appropriate to meet pupils' needs.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
* To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with any instances of unruly behaviour in line with the school’s policy and, where necessary, report difficulties to a member of the teaching staff.
* Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing materials and resources, putting up displays, and helping maintain a well-ordered, clean & tidy environment.
* Invigilate exams and tests.
* Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities.
* To liaise regularly with the teacher and attend inset days and any other meetings as required.
* Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
* To assist in live marking as required by the teacher.
* To assist with pupil’s personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
* To take part in training activities offered by the school for professional development.
* To take part in activities such as educational visits and workshops, as required.
* Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
* Contribute to the overall ethos and aims of the school, and appreciate and support the roles of colleagues and other professionals to enable the school to fulfil its development plans.

**All roles** * To carry out additional duties that are commensurate with the grade and expectations of the role, as directed by the Headteacher or Senior Leadership Team.

**In all cases:*** To be responsible for promoting and safeguarding the welfare of children and young people within the school
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and equal opportunities, reporting all concerns to an appropriate person

Footnote – This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post. |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification – Classroom Teaching Assistant**

|  |  |  |
| --- | --- | --- |
| **Teaching Assistant – Person Specification**  | **Essential** | **Desirable**  |
| **Skills**  | Ability to work and communicate with young children. To be diplomatic and tactful. Ability to communicate with teachers and parents.  | Able to deliver pre‐planned programmes of work to children.  |
| **Knowledge**  | Understanding of Safeguarding in School; Health and Safety; GDPR; Confidentiality issues; behaviour management  | Child development. First Aid. Safe working practices.  |
| **Experience**  | Experience of working with children in a schoolWorking with groups of children in an organised situation.  | Experience of working with children with Special Educational Needs.  |
| **Qualifications**  | GCSE Grade C or above in Maths and English. NVQ Level 2.  | NVQ Level 3 preferable  |
| **Equal Opportunities**  | An awareness of the Council’s Equal Opportunities Policy.  |  |
| **Other requirements**  | Patience, kindness and a genuine interest in children. Adaptability, flexibility and ability to work as a team with members of staff. Willingness to accept direction, take part in training (for example, ICT, Child Protection) Able to take the initiative and make decisions. Willing to support health care/toilet plan. Work well as part of a team.Basic knowledge of IT | Confidence in dealing with children. Demonstrates an understanding of and a commitment to school improvement at all levels. Understanding of difficulties of a child with ASD.  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_