[](https://www.google.com/url?sa=i&url=http://www.st-nicholas.medway.sch.uk/&psig=AOvVaw1CANNihYoJNFQnUb7NJeRt&ust=1610706884716000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCICF0O-cm-4CFQAAAAAdAAAAABAE)

St Nicholas CEVC Primary School

Teaching Assistant

Job Description

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| Job title | Teaching Assistant |
| Reports to | Head Teacher |
| Hours of work | Mon-Fri 8.30am-1pm |
| Salary | D2.7 FTE £25,584 |
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| **General duties**   * Assist teaching staff to prepare classrooms for lessons and activities. * Assist with school trips, events and activities. * Encourage children to interact with others and engage in activities led by teaching staff. * Supervise children’s work and offer support where necessary. * Monitor the needs and behaviour of children, and report these to teaching staff where appropriate. * Undertake record keeping as requested, e.g. taking registers. * Assist teaching staff with creating and maintaining displays throughout the school. * Establish and maintain constructive relationships with children’s parents and deliver pastoral support as required. * Be a good role model to children in terms of behaviour and attitude. | |
| **Teaching and learning**   * Develop a secure knowledge of the learning support needs of individual children. * Identify where children are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work. * Undertake activities set by teaching staff with individuals, or groups of children, to support learning. * Assist teaching staff to implement a variety of teaching strategies that support children in achieving their learning objectives. * Provide new and ongoing support for individuals or groups of children who need extra interventions to achieve their potential. | |
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| **Supporting the school**   * Contribute to the ethos, Christian values and aims of the school. * Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection. * Promote inclusion and acceptance of all children. * Assist with the supervision of children out of lesson times (see hours of work). | |
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| **Communication**   * Contribute towards children’s annual reviews and report on the effectiveness of the interventions in place. | |
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| **Professional development**   * Participate in training and other professional development as required.   Provide the school with feedback on any training or professional development undertaken. | |

**TA person specification**

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| **Qualifications and training** | |
| **Essential** | **Desirable** |
| * Two or more GCSEs or equivalent, including English and maths. * TA Qualification | * First aid training. * Safeguarding training. |
| **Skills and experience** | |
| **Essential** | **Desirable** |
| * Experience of working in an educational environment. * Experience of record keeping and monitoring. * Effective oral and written communication skills. * Demonstrable levels of numeracy and literacy. * Excellent communication skills. * Effective problem-solving skills. * The ability to remain calm under pressure. * The ability to be proactive in seeking solutions. | * Experience of working on a one-to-one basis. * Good organisational skills and time management. * Experience working with children and young people with additional needs. |
| **Knowledge** | |
| **Essential** | **Desirable** |
| * Knowledge of areas of legislation relevant to child protection and safeguarding. | * Knowledge of relevant school policies. |
| **Personal traits** | |
| **The successful candidate will be** | |
| * Able to work independently but also as part of a team. * Dedicated to their practice. * Punctual and professional. * Able to maintain successful working relationships with colleagues. * Reliable and able to be flexible in their approach to work. * Positive and engaging. * Able to plan and take control of situations. * Capable of handling demanding workload. * Empathetic to those who face barriers to their learning. * Patient with children who take longer to understand information. | |
| **Additional requirements** | |
| **The successful candidate will have** | |
| * The capacity to work flexibly. * An enhanced DBS check. * Available references from a previous employer or organisation. | |