

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.
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| **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.
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| **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.
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| **Knowledge** |
| **Essential** | **Desirable** |
| * Knowledge of areas of legislation relevant to child protection and safeguarding.
 | * Knowledge of relevant school policies.
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| **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.
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| **Additional requirements** |
| **The successful candidate will have** |
| * The capacity to work flexibly.
* An enhanced DBS check.
* Available references from a previous employer or organisation.
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