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**Job Description & Person Specification**

**Classroom Teaching Assistant & PPA Cover**

**Class Teaching Assistant**

**Salary:** KSA – FTE £24,513 (Actual Salary £16,176)

**Hours:** 28.75hrs per week, 8-30am-3.30am Monday to Thursday, 8.30am – 1.00pm Friday

**Contract type:** Permanent

**Reporting to:** Headteacher/SENCO

**PPA Cover**

**Salary:**  KSD – FTE £26,393 (Actual Salary £1,512)

**Hours:** 2.5hrs per week, 1.00pm – 3.30pm on Fridays

**Contract type:** Permanent

**Reporting to:** Headteacher/SENCO

Breaks are 15min unpaid morning break and a 30min unpaid lunch break.

**Main purpose**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and guidance of the classroom teacher.

**Key Duties and responsibilities**

* Work with individuals or small groups of pupils in the classroom under guidance of teaching staff and feedback to the teacher.
* Support pupils to understand instructions, support independent learning and inclusion of all pupils.
* Support the teacher in consistent, positive behaviour management and keeping pupils on task.
* Prepare and clear up learning environment and resources including photocopying, filing and the display and presentation of pupil’s work and contribute to maintaining a safe environment.
* Administer basic first aid.
* Attend appropriate in-service training.
* Maintain confidentiality and discretion in relation to information about children and school life and show regard to the school’s Child Protection Policy.
* Attend Teaching Assistant meetings.
* Supervise individuals and groups of pupils throughout the day including supervision in the classroom, playground and dining areas (when required).
* Provide regular cover for class teacher PPA release time using pre-planned learning activities.

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**Supporting pupils**

* Build positive relationships with pupils, promoting high self-esteem and independence.
* Adapt communication style to respond to pupils according to their individual needs.
* Support pupils with their social, emotional, and mental health needs, escalating concerns where appropriate.
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention.
* Assist with the development and delivery of individual education and support plans.

**Teaching and learning**

* Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom.
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
* Use ICT skills to advance pupils’ learning.
* Through observations, provide regular feedback to teachers on pupil progress, attainment, and barriers to learning.
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
* Monitor, record and report on progress and attainment.
* Supervise a class if the teacher is temporarily unavailable.
* Contribute to the overall ethos, aims and work of the school.

**Collaborating with staff, parents/carers and relevant professionals**

* Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
* Communicate effectively with parents and carers under the direction of teachers.
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Develop effective professional relationships with colleagues.

**Professional development**

* Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
* Take part in the school’s appraisal procedures.

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
* Promote the safeguarding of all pupils in the school.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

The Hornbeam Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Person specification**

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| criteria | qualities |
| **Qualifications and training** |  GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and math. Add any further qualifications needed |
| **Experience** | Experience working in a school environment or other educational settingExperience working with children / young people with special educational needs (SEN)Experience planning and delivering learning activities. Experience of leading whole class sessionsAdd any further experience needed |
| **Skills and knowledge** | Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults.Skills and expertise in understanding the needs of all pupilsKnowledge of how to help adapt and deliver support to meet individual needsSubject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupilsExcellent verbal communication skills Ability to work as part of a team and to be flexible in their approach to daily routines.Active listening skills The ability to remain calm in stressful situations. Knowledge of guidance and requirements around safeguarding childrenGood ICT skills, particularly using ICT to support learningAdd any further skills and knowledge needed |
| **Personal qualities** | Enjoyment of working with childrenSensitivity and understanding, to help build good relationships with pupils.A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.Commitment to always maintaining confidentiality.Commitment to safeguarding pupils’ wellbeing and equality.Resilient, positive, forward looking and enthusiastic about making a differenceCapacity to inspire, motivate and challenge children and young peopleAdd any further qualities needed |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:** [date when this document was last reviewed]

**Next review date:** [date when this document will next be reviewed]

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_