



## **SHEERNESS WEST FEDERATION**

### **JOB DESCRIPTION**

|                      |                                               |
|----------------------|-----------------------------------------------|
| <b>JOB TITLE:</b>    | TEACHING ASSISTANT (FIXED TERM INITIALLY)     |
| <b>REPORTING TO:</b> | HEAD OF SCHOOL AND DEPUTY HEAD OF SCHOOL      |
| <b>GRADE:</b>        | KSA                                           |
| <b>HOURS/WEEKS:</b>  | UP TO 27.5 HOURS PER WEEK / 39 WEEKS PER YEAR |
| <b>SITE:</b>         | WEST MINSTER PRIMARY SCHOOL                   |

### **JOB SUMMARY**

To support pupil's learning under the guidance of a Teacher, SENCO and Senior Leaders.

To assist in the maintaining of the well-being of pupils whilst at play, by supporting teachers in playground supervision and other non-class situations.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the whole classes, small groups or individual pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide general support (e.g. photocopying, display, producing learning materials etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, well-being, child protection etc., as directed in order to support the teacher deliver the specific learning and other programmes set for each child.

- Be aware of and comply with policies and procedures relating to child protection health, safety, security and confidentiality reporting all concerns to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertaken training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in planning, monitoring, assessment and class management. TAs would also be 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, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**PERSON SPECIFICATION  
TEACHING ASSISTANT**

|                             | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                   | <b>DESIREABLE</b>                                                                                                                                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATION</b>        | Good basic education with competency in literacy and numeracy.                                                                                                                                                                                                                                                                     | Willingness to undertake further training.<br><br>Recognised qualification in child care.                                                                                                                                                                                              |
| <b>EXPERIENCE</b>           | Previous experience of working with children and families in the public, private or voluntary sector.                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                        |
| <b>SKILLS AND ABILITIES</b> | Excellent communication, listening and observation skills.<br><br>Ability to handle confidential information.<br><br>Organisational abilities and accurate record keeping skills.<br><br>Good interpersonal and collaborative skills.<br><br>Trustworthy, reliable, punctual, ability to work independently and as part of a team. |                                                                                                                                                                                                                                                                                        |
| <b>KNOWLEDGE</b>            | Equal Opportunities and Racial Equality.                                                                                                                                                                                                                                                                                           | Knowledge of local national and school policies for literacy, numeracy, behaviour management, child protection and ICT including virus controls and access to the Internet.<br><br>Awareness of resources to help pupils to develop their literacy, numeracy and communication skills. |