



## Job Description

### Teaching Assistant – Primary

Hours of Work: 11.50 hours per week, Term Time Only plus 2 Inset Days.  
Grade: KSA  
Responsible to: Class Teacher/Headteacher

#### Purpose of the Job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

To contribute to the whole school ethos, environment and organisation, both practically and as a positive role model for pupils and colleagues.

#### Main Duties and Responsibilities:

##### Supporting the Pupil/s

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities, for example:
  - clarifying and explaining instruction;
  - ensuring that the child is able to use equipment and materials provided;
  - motivating and encouraging child as required;
  - assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
  - helping pupils to concentrate on and finish work set;
  - meeting physical needs as required whilst encouraging independence;
  - liaising with class teacher devising complementary learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them

##### Supporting the Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administer routine tests and invigilate exams and undertake some routine marking of pupils' work.
- Provide clerical/admin support, for example photocopying, typing, filing, money, administer coursework etc.

<p>according to individual needs.</p> <ul style="list-style-type: none"> <li>• Promote the inclusion and acceptance of all pupils.</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>• Set challenging and demanding expectation and promote self-esteem and independence.</li> <li>• Provide feedback to pupils in relation to progress and achievement, under the guidance of the teacher.</li> </ul>	
<p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses.</li> <li>• Undertake programmes linked to local and national learning strategies, for example literacy, numeracy, KS1, KS2, Foundation Stage, recording achievement and progress and feeding back to the teacher.</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.</li> </ul>	<p><b>Supporting the School</b></p> <ul style="list-style-type: none"> <li>• Be aware and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in relevant meetings/training as required.</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at break times/lunchtime as required.</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</li> </ul>

***Any other tasks as directed by the Executive/Academy Principal and or the Class Teacher which fall within the purview of the post.***

## **Person Specification:**

	<b>Essential Requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good all round general education</li><li>• Good Numeracy and Literacy skills</li><li>• Teaching Assistant qualification or higher level ie. degree</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Experience of working with children of a relevant age</li><li>• Effective use of ICT to support learning</li><li>• Basic understanding of child development and learning</li><li>• Accurate record keeping</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Well presented</li><li>• Approachable with calm nature</li><li>• Well organised and methodical</li><li>• Dependable and flexible</li><li>• Good verbal communication skills</li><li>• Team player</li></ul>
<b>Motivation and Expectations</b>	<ul style="list-style-type: none"><li>• Working as part of the team to support each other in the education of all children at the school, promoting and developing a positive environment to enable every child to reach their full potential.</li><li>• Able to work calmly and proficiently in challenging circumstances and ensure good classroom management at all times.</li></ul>

## **Essential Characteristics:**

- Excellent communication skills both written and verbal
- Successful recent experience of working with children
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- Organised and methodical with the ability to work to own initiative. Able to inspire and motivate others to succeed
- Effective team worker
- Ability to work calmly under pressure and have ability to adapt quickly and effectively to changing circumstances / situations
- Motivated and enthusiastic with a good sense of humour
- Understanding of own behaviour and how this impacts on colleagues and pupils