



**Brunswick House**  
Primary School

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**Teaching Assistant – Job Description and Person Specification**  
**2018/2019**

**Relevant Experience**

- At least 2 years experience of supporting children in a KS2 classroom environment.
- Knowledge and understanding of the national curriculum

**Qualifications / Training / Education:**

- Hold recognised literacy and numeracy skills (GCSE Grade C or equivalent) to enable the effective support of our pupils and clear communication with staff and families.
- Evidence of training in the support of children with Special Educational Needs.
- Evidence of training in the use of strategies to support children with social communication and coordination difficulties.

**Desirable Skills and Abilities:**

- Ability to establish positive relationships with pupils and empathise with their needs.
- Ability to work effectively and supportively as a member of the school team
- Ability to respond and make appropriate resources for individual needs
- Ability to provide levels of individual attention, reassurance and help with learning through developmentally appropriate tasks.
- Ability to consistently and effectively respond calmly and constructively to the needs of the individual, in line with school policies and practices.
- Ability to work within and apply all school policies e.g. behaviour, SEN, Safeguarding, health & Safety, Equal Opportunities etc

**Personal Attributes:**

- Willingness to participate in further training opportunities to develop the strategies required to support children with additional needs.
- Ability to maintain confidentiality on all school matters.

**General and Specific Knowledge:**

- Knowledge of the legal and organisational requirements for maintaining health, safety and security of yourself and others in the learning environment.
- Knowledge of SEN Code of Practice and Keeping Children Safe in Education 2018
- Knowledge of strategies to reinforce positive praise and reward efforts and achievements.
- Knowledge of how to encourage self-reliance and independence appropriate to the age and development stage of the pupils.

**Commitment:**

- An understanding of and commitment to equality of opportunity and safeguarding of children in all day to day working practices.

**Responsible for:** Individual / small group support assisting with planning and delivery of the national curriculum, as well as targets identified on Provision Maps/EHCPs

- Main Purpose:**
- To support the teacher in the smooth and effective running of the class
  - To consistently promote the school's values, ethos and behaviour standards
  - To support pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
  - To encourage the social and emotional development of pupils
  - To help raise standards of achievement for all pupils
  - To encourage all pupils to participate in all aspects of school life
  - To help pupils to become more independent
  - To promote the inclusion and acceptance of all pupils

**Main Activities:** Planning & Expectations

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils
- Contribute to discussions, with the teacher on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources/materials
- Provide feedback to pupils and the teacher
- \*Use questioning effectively to deepen children's understanding
- Attend and participate in relevant meetings as required including after school meetings and INSET.

Monitoring & Assessment

- Monitor pupils responses to learning and provide feedback

Teaching & Learning Activities

- Prepare classroom as directed for lessons and clear afterwards
- Create attractive and stimulating displays of pupils work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage good behaviour in line with the school's policy and procedures
- Respond to equal opportunities issues as they arise by challenging bullying and harassment and reporting to the teacher as necessary
- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Safely manage the learning activities, the teaching space and resources in the school
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside teaching space.

Professional Values & Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance when necessary
- To work with individuals or small groups under the supervision of the teacher

General

- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher. This may include:

- Record keeping and filing
- Produce classroom displays
- Stock taking
- Support to incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Collate pupil reports
- Any other duties as directed by the teacher that are commensurate with the responsibilities of the role. This might include assisting children with personal cleanliness, dressing and undressing as appropriate

**Experience:** Desirable to have previous experience working in a Primary School setting.

**Qualifications or Training:** Level 2 or above TA qualification  
Minimum grade 'C' or equivalent in English and maths

**Personal Qualities & Attributes:** Willingness to work flexibly as part of the team and be able to use your own initiative.