

## **Job Description**

**School:** Westlands Primary School

**Job Title:** Teaching Assistant

**Grade:** SAT Band 3

**Responsible to:** Classroom Teacher/HLTA

### **Purpose of the Job:**

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

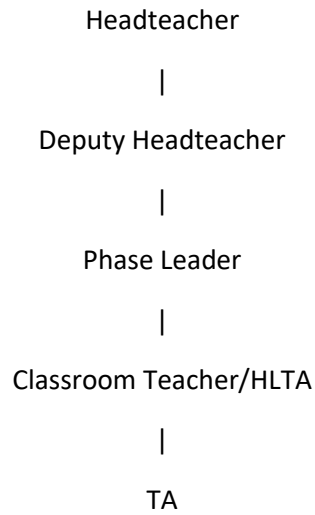
### **Main duties and responsibilities (Accountabilities):**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions, support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
6. Undertake playground duties at lunch times.

### **Teaching Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.

## Organisation



This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Teaching Assistant

**Grade:** Band 3

**Responsible to:** Classroom Teacher/HLTA

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>English, Maths and Science GCSE at grade C or above (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>Evidence of other TA related qualifications and/or training courses</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience of working in a school, or in other child related roles</li></ul>	<ul style="list-style-type: none"><li>Experience of working in primary school</li><li>Experience in supporting those with specific learning difficulties</li></ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"><li>A willingness to learn</li><li>Understanding of the issues surrounding the safeguarding of children and behaviour management in a classroom, and a commitment to child welfare and safety</li></ul>	<ul style="list-style-type: none"><li>An understanding and knowledge of various needs types and how to meet those needs</li><li>Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>Willingness to learn</li><li>Team player</li><li>Initiative</li><li>Commitment to the role</li><li>Self-motivated</li><li>Communication skills</li></ul>	