

# The Brent Primary School



## Teaching Assistant: Job Description

**Job title:** Teaching Assistant (TA)

**Salary:** Kent Range 3 (KR3) – FTE £17,365 - £17,411 (pro rata £13,062 - £13,096)

**Hours:** 33.75 per week – term time

**Contract type:** Full-time/part-time, permanent

**Reporting to:** Designated staff member with line management responsibility

**Main Purpose:** To safeguard and promote the welfare of children, to follow school policies and the staff Code of Conduct.

### Main purpose:

- Work with class teachers to raise the progress and attainment of all pupils
- Support social learning in unstructured contexts, including play time and over the lunch break.
- Promote a growth mindset for pupils, staff and self.
- Promote pupils' understanding of diversity and respect for all
- Give support to pupils, individually or in groups, so they can access an appropriate curriculum and social understanding
- Undertake any relevant duties given by the class teacher or school leaders, as required

### Key duties and responsibilities:

#### Teaching and learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning

#### Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, when available
- Prepare the classroom and resources for lessons

**Working with colleagues and other relevant professionals:**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their 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
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Whole-school organisation, strategy and development:**

- Positively contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school, supporting staff well-being events and PSFA events

**Health and safety:**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Safeguarding Policy
- Conduct First Aid duties and Child Protection procedures according to our school policy

**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
- Actively participate part in appraisal procedures
- Positively contribute to team meetings, with ideas and solutions

**Personal and professional conduct:**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate a growth mindset approach;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships
- Respect individual differences and cultural diversity

***Please note that the potholder may be required to do other duties appropriate to the level of the role, as directed by a senior leader.***

***Tis Job Description may be amended at any time following discussion.***

## Teaching Assistant: Person Specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>✓ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification</li> <li>✓ GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>✓ First Aid Qualification (desirable)</li> <li>✓ IT Literate</li> <li>✓ Experience of working with children</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>✓ Good literacy and numeracy skills, as demonstrated against National Curriculum test expectations</li> <li>✓ Good organisational skills</li> <li>✓ Ability to build effective working relationships with pupils and adults</li> <li>✓ Skills and expertise in understanding the needs of all pupils</li> <li>✓ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>✓ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>✓ Excellent verbal communication skills</li> <li>✓ Active listening skills</li> <li>✓ The ability to remain calm in stressful situations</li> <li>✓ Knowledge of guidance and requirements around safeguarding children</li> <li>✓ Good ICT skills, particularly using ICT to support learning</li> <li>✓ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>✓ Flexibility, with a positive, solution-based mindset</li> <li>✓ Enjoyment of working with children and wanting to raise their aspirations</li> <li>✓ Sensitivity and understanding, to help build good relationships with pupils, staff, parents and Governors</li> <li>✓ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of our school</li> <li>✓ Confidentiality at all times</li> <li>✓ Commitment to safeguarding pupil's wellbeing and equality</li> </ul>

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_