



Days Lane Primary School

Believe, Achieve,
Succeed Together

Head Teacher: Mrs J Trusty
Deputy Head Teacher: Mr R Lang
Mrs G Kenward
Days Lane, Sidcup. DA15 8JU
T: 0208 300 1697
E: recruitment@dayslaneprimary.co.uk
www.dayslaneprimary.co.uk

Post Title: Teaching Assistant 2

Post No: JD52

Department: C&YPS

Grade: Bexley04

Responsible to: Teacher/Senior Staff

Liases with: Class Teacher

Responsible for: None

Functional links with: Pupils, Teachers, Parents, Carers and other school staff

Main purpose of the job:

To work under the direct instruction and guidance of the inclusion manager, senior staff and teaching staff, in the classroom with the teacher, to support the delivery of high quality teaching and learning and to help raise standards of achievement for all pupils.

To be responsible for the safety and welfare of children during the school lunchtime break.

To cover class teachers planning time in EYFS/KS1 and when required across the school.

Major Duties and Responsibilities:

1. Assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
2. Assist teachers in fostering an attractive learning environment to ensure that pupils spend their school life in an engaging learning environment.
3. To assist teachers and senior managers in preparing resources and equipment as necessary, in order to support pupils' learning.
4. To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education.
5. Administer routine tests and invigilate exams and undertake routine marking of pupil's work.
6. To be responsible for the safety and welfare of children during the school lunchtime break.
7. Deliver whole class teaching sessions weekly to cover class teachers planning time in EYFS/KS1 (PPA) and on other occasions when needed across the school.
8. To attend all five staff training days (INSET) throughout the school year alongside teaching staff.

Job Activities



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Support for the Pupils:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others. Encourage pupils to be independent engage in activities led by the teacher and to act independently. Supervise and assist with any toileting needs as required.
- Awareness of individual needs and respond appropriately ensuring all pupils have equal access to learning through personalised teaching and learning strategies.
- Provide feedback to pupils in relation to progress and achievement.
- Establish positive relationships with pupils, acting as a role model and setting high expectations for all.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.

Support for the Teacher:

- Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils work.
- Prepare and maintain equipment/resources as directed, assisting in their use.
- Provide basic clerical and typing support for teacher.
- Assist the teacher developing effective methods of explaining basic ICT applications and supporting pupils in their use.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with issues and incidents in line with the established policies and recording key information for teachers.
- Undertake marking of pupils work and accurately record achievement and progress.

Support for the School

- Be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate senior member.
- Work within pre-determined guidance, policies, procedures and teachers guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes if required and in agreement with your line manager. This includes break duties and lunchtime duties.
- Attend weekly meetings and discussions, which contribute to the overall development of the school.
- Assist with supervision of pupils outside of lesson time, including before and after school. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of children under the supervision of the teacher.
- To promote equal opportunities and inclusion at all times.
- To participate in training and other learning activities and performance development as required.
- Reporting to the School Business Manager or Deputy Headteacher any serious incident/s occurring during the midday break. Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the LA. Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.) and ensuring the maintenance of good order and discipline. Completing any necessary paperwork.



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Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the Inclusion Manager or Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by:

Post Holder:

Date:

Line Manager:

Job Assessor (if required):



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Person Specification

E – Essential
D – Desirable

Qualifications	
NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	E
At least intermediate level qualifications such as GCSE A* - C in mathematics and English.	E
Experience	
To be able to demonstrate ability to work constructively as part of a team.	E
Ability to understand classroom roles and responsibilities, and own position within these.	E
Previous experience of working with or caring for children of relevant age.	D
Professional Knowledge and Understanding	
Working knowledge of the national curriculum and other relevant learning programmes.	D
Working knowledge of a range of additional needs and strategies that may be employed to overcome barriers to learning.	D
Skills, Abilities and Personal Qualities	
Ability to relate well to children and adults.	E
Good numeracy & literacy skills.	E
Basic working knowledge of office technology – ICT, camera and photocopier.	E
Appropriate knowledge of first aid.	D
Excellent organisation skills.	E
Good knowledge and application of written and spoken standard English as well as cursive handwriting.	E