

## WESTCOURT PRIMARY & NURSERY SCHOOL

### Job Description

Post Held	Teaching Assistant – Level 2/3
Salary Scale	PFT A1
Hours/Week	30 hours/39 wks per year
Main Purpose of Job	<ul style="list-style-type: none"> <li>❖ To work under the guidance of the class teacher to support teaching and learning in the classroom</li> <li>❖ To provide general support to the class teacher in the management and organisation of the pupils and the classroom</li> <li>❖ To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment</li> <li>❖ To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop</li> <li>❖ To be responsible for promoting and safeguarding the welfare of children and young people within the school</li> </ul>
Support for the Pupils/Families	<ul style="list-style-type: none"> <li>❖ To deliver pastoral and learning support (STL2, STL11, STL18, STL23, STL8)</li> <li>❖ To provide feedback to pupils in relation to progress and achievement (STL24, STL29 STL30)</li> <li>❖ To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils (STL4, STL20, STL41)</li> <li>❖ To work with pupils, understanding how to motivate and encourage them to develop and achieve (STL2)</li> <li>❖ To provide support for pupils to broaden and enrich their learning (STL1, STL2, STL11, STL18, STL41)</li> <li>❖ To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans (STL5, STL19, STL24, STL30, STL25)</li> <li>❖ To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work cooperatively with others and engage in all activities (STL20)</li> <li>❖ To work with small groups of children and to take responsibility for their learning (STL2, STL18, STL19, STL23, STL25, STL26, STL30)</li> <li>❖ To support children in mixed ability groupings ensuring that they understand tasks and learning objectives (STL1, STL18)</li> </ul>
Support for the Teachers	<ul style="list-style-type: none"> <li>❖ To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems (STL9, STL17, STL23, STL24, STL29, STL30)</li> <li>❖ To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration (STL19)</li> <li>❖ To accompany teachers and classes on educational visits (STL59)</li> <li>❖ To work with the class teacher to complete administration tasks and prepare displays (STL16, STL31)</li> </ul>
Support for the School	<ul style="list-style-type: none"> <li>❖ To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person (STL3, STL20)</li> <li>❖ To contribute to overall ethos/work/aims of the school (STL20, STL21, STL22)</li> <li>❖ To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class (STL23, STL24)</li> <li>❖ To attend and participate in regular meetings, and in training and other activities as required (STL21)</li> <li>❖ To assist in the general care of the school environment (STL31, STL57)</li> </ul>

	<ul style="list-style-type: none"> <li>❖ To assist with children at the beginning and end of the day and in the playground as required (STL3, STL41, STL19)</li> <li>❖ To support the appraisal system for support staff (STL21)</li> <li>❖ Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings (STL1, STL5, STL21, STL23) (short being no more than 45 minutes)</li> </ul>
Support for the Curriculum	<ul style="list-style-type: none"> <li>❖ Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary (STL2, STL8, STL11, STL18, STL23, STL25, STL26)</li> <li>❖ To be responsible for management of stock levels and for maintenance/quality/safety of specialist equipment (STL31)</li> <li>❖ To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds (STL7, STL8, STL11, STL18, STL31)</li> <li>❖ To assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities (STL6, STL11, STL18, STL23, STL25, STL26, STL27)</li> <li>❖ To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher</li> </ul>
To whom responsible	Headteacher, Class Teacher
To work closely with	Class Teacher, Inclusion Manager

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the pastoral care of the children in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Name of teacher:	Dated:
Signed:	Revision date:

## Westcourt Primary & Nursery School

### Teaching Assistant

#### PERSON SPECIFICATION (E- Essential D- Desirable)

General Heading	Detail		Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<b>E</b>	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
	Knowledge of relevant policies and procedures	<b>D</b>	Basic knowledge of First Aid and understanding of the School policies & procedures/Paediatric First Aid qualified
	Literacy	<b>E</b>	Good reading and writing skills (National qualification Grade C or equivalent )
	Numeracy	<b>E</b>	Good numeracy skills (National qualification Grade C or equivalent )
	Technology	<b>D</b>	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	<b>E</b>	Ability to read, write & understand basic reports
	Verbal	<b>E</b>	Ability to read, write & understand basic reports
	Languages	<b>E</b>	Overcome communication barriers with children and adults
<b>Working with Children</b>	Behaviour Management	<b>E</b>	Understand and implement the school's behaviour management & anti-bullying policy
	SEND	<b>E</b>	Ability to understand and support children with developmental difficulty or disability
	Curriculum	<b>D</b>	Good understanding of the school/national curriculum including expectations of English & Maths
	Child Development	<b>E</b>	Good understanding of the general aspect of child development & Early Years Ability to assess progress and performance

	Health & Wellbeing	<b>D</b>	Understand and support the importance of physical and emotional wellbeing
<b>Working with Others</b>	Working with Partners	<b>E</b>	Understand the role of others working in and with the school
	Relationships	<b>E</b>	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team Work	<b>E</b>	Ability to work effectively and positively with a range of adults
	Information Sharing	<b>E</b>	Respect confidentiality. Know when, how and with whom to share information. Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational Skills	<b>E</b>	Good organisational skills Ability to remain calm under pressure
	Line Management	<b>D</b>	Ability to support the work of volunteers and other assistants in the classroom
	Time Management	<b>E</b>	Ability to manage own time effectively
	Problem Solving	<b>E</b>	Demonstrate a positive, solution focused approach to resolve routine problems independently
<b>General</b>	Equalities	<b>E</b>	Awareness of and commitment to equality
	Health & Safety	<b>E</b>	Basic understanding of Health & Safety
	Child Protection	<b>E</b>	Understand and implement child protection procedures
	Confidentiality/ Data Protection	<b>E</b>	Understand procedures and legislation relating to confidentiality and implement them
	CPD	<b>E</b>	Be prepared to develop and learn in the role
	Performance Management	<b>E</b>	Participate in annual performance appraisal constructively and positively