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**Higham Primary School**

**Teaching Assistant Person Specification**

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|  **Teaching Assistant – Person Specification**  | **Essential** | **Desirable**  |
| **Skills**  | **Ability to work and communicate with young children.** **To be diplomatic and tactful.** **Ability to communicate with teachers and parents.**  | **Able to deliver pre‐planned programmes of work to children.**  |
| **Knowledge**  | **Understanding of Safeguarding in School; Health and Safety; GDPR; Confidentiality issues; behaviour management**  | **Child development.** **First Aid.** **Safe working practices.**  |
| **Experience**  | **Experience of working with children in a school****Working with groups of children in an organised situation.**  | **Experience of working with children with Special Educational Needs.** **Supporting children in use of ICT in school.**  |
| **Qualifications**  | **GCSE Grade C or above in Maths and English.** **NVQ Level 2.**  | **NVQ Level 3 preferable**  |
| **Equal Opportunities**  | **An awareness of the Council’s Equal Opportunities Policy.**  |  |
| **Other requirements**  | **Patience, kindness and a genuine interest in children.** **Adaptability, flexibility and ability to work as a team with members of staff.** **Willingness to accept direction, take part in training (for example, ICT, Child Protection)** **Able to take the initiative and make decisions.** **Willing to support health care/toilet plan.** **Work well as part of a team.** | **Confidence in dealing with children.** **Demonstrates an understanding of and a commitment to school improvement at all levels.** **Understanding of difficulties of a child with ASD.**  |

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**Higham Primary School**

**Job Description**

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| **JOB TITLE** | Teaching Assistant  |
| **GRADE** | KR4 |
| **RESPONSIBLE TO** | Headteacher / Class Teacher |
| **MAIN PURPOSE OF THE JOB** | To undertake duties to support the education of all pupils and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils’ needs. To maintain complete confidentiality on all school matters. |

**Main Tasks**

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
2. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
3. Establish a professional and strong working relationship with all members of the school team to support the commitment and ethos of everyone at the school.
4. Encourage pupils to interact with each other in an appropriate and acceptable manner.
5. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
6. To supervise and support the activities of individual and groups of children under the direction of the teacher.
7. To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with any instances of unruly behaviour in line with the school’s policy and, where necessary, report difficulties to a member of the teaching staff.
8. Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing materials and resources, putting up displays, and helping maintain a well-ordered, clean & tidy environment.
9. Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities.
10. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
11. Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
12. To assist in the recording of lessons and assessment as required by the teacher.
13. To take part in training activities offered by the school for professional development.
14. To take part in activities such as educational visits and workshops, as required.
15. To abide by and work towards all the policies within the school e.g. Health and Safety, Child Protection, safeguarding, GDPR etc.
16. To follow all procedures in school in line with restrictions due to the impact and avoidance of the spread of Covid-19.
17. To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.