**‘For I know the plans I have for you,’ declares the Lord, ‘plans to prosper you and not harm you,**

**plans to give you hope and a future.’ (Jeremiah 29:11)**



Sholden Church of England Primary School Job Description

Teaching Assistant

KR4 (27.25hrs per week)

**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.

**Key duties and responsibilities:**

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems, which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist-learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Support the teacher in behaviour management and keeping pupils on task
8. Support pupils in social and emotional well-being, reporting problems to the teacher and or DSL as appropriate
9. 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.

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

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Provide short term cover supervision of classes.
3. Be responsible for the preparation, maintenance and control of stocks of materials and resources for their class.
4. Invigilate exams and tests eg SATs tests.
5. Escort and supervise pupils on educational and out of school activities.
6. Guide and support pupils in their personal, emotional and social development.
7. Prepare and present displays.
8. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
9. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual Educational Plans, IEP), including attendance at, and contribution to, reviews.
10. Work with pupils not working to the normal timetable.
11. Administer medication in accordance with an agreed plan.
12. 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 if needed.

**Person Specification**

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 2 Diploma (or equivalent).
* Requires knowledge and procedures for supporting and leading learning activities.
* Knowledge and skills supporting teaching and learning.
* Pediatric First Aid qualification would be an advantage.
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| **EXPERIENCE** | * Successful relevant and recent experience of working with children.
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| **SKILLS AND ABILITIES** | * Numeracy and Literacy skills, as well as IT skills
* Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour.
* Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.
* Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required.
* Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.
* Team player
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| **KNOWLEDGE** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
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