

Bishops Down Primary and Nursery School
TEACHING ASSISTANT KR3 JOB DESCRIPTION

'All Stakeholders at Bishops Down Primary School make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

Achievement *in personal goals and academic attainment*

Self-belief, *to be confident in different situations*

Perseverance, *to be resilient in times of change*

Independence, *to be a life- long learner*

Respect *for each other and the world around them*

Equality *for all*

Together with the Teacher Standards, these values are the foundation of every job description.

Post: Teaching Assistant

Name of Teaching Assistant:

Responsible to: The Headteacher, the Governors of the school and the Local Authority

Job Purpose: To undertake education support duties and assist the class teacher in meeting 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.

Salary: At a point on the KR3 Scale as agreed by the Governing Body.

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General Duties

- You will work under the direction and guidance of the Headteacher, Deputy Headteacher, SENCo and Class Teacher, to assist in the educational and social development of the pupils.
- You will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher.
- Liaise with the class teacher to understand the objective of each session.
- Assist the teacher with observation, assessment and monitoring of the progress of the children, both educationally and socially.
- Promote positive behaviour patterns, raise self-esteem, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Undertake playground supervision during the mid-morning, lunchtime and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff.
- Tend to the hygiene and physical needs of individual pupils and assist children to dress and undress for PE where necessary.
- Liaise regularly with the teacher and/or take part in planning meetings, Inset days and any other meetings as required.
- Participate and supervise pupils in off-site activities.
- Make materials for teachers' or pupils' use as directed by the class teacher and assist where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Use good communications skills to be able to inform, persuade, inspire and motivate pupils.
- Take part in training activities offered by the school and the county to further knowledge
- Provide feedback to other professionals and parents as directed.
- Ensure the maintenance of a clean and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support and undertake basic recording as directed, in order to support the teacher deliver the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, SEN, health, safety (including e-Safety), security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

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- Attend to pupils personal care needs and assist with the organisation of refreshments and mealtimes to ensure pupils' wellbeing and health and safety.
- Implement behaviour management programmes to ensure pupils' wellbeing, health, safety and learning needs are met.
- Provide support for the class teacher and colleagues in the manual handling, physical restraint of pupils and care plans to ensure pupils' wellbeing.
- To maintain complete confidentiality on all school matters.

Personal characteristics

It is expected that a Teaching Assistant fulfils *Hay Group Leadership Characteristics and Competencies* Level 1 and working towards Level 2.

- **Analytical Thinking** - Breaks down problems
- **Challenge & Support** - Cares for the pupil
- **Community Engagement** - Sensitive to individuals' aspirations and responses.
- **Conceptual Thinking** - Uses common sense
- **Confidence** - Show confidence
- **Creating Trust** - Acts reliably
- **Developing Potential** - Shows how
- **Drive for Improvement** - Wants to do a good job
- **Enduring Resilience** - Generally optimistic about events
- **Flexibility** - Keeps an open mind
- **Holding People Accountable** - Makes expectations clear
- **Impact & Influence** - Uses logic to persuade
- **Information Seeking** - Finds out
- **Initiative** - Seizes opportunities and sorts out problems
- **Managing Pupils** - Gets pupils on task
- **Passion for Learning** - Creates a learning environment
- **Respect for Others** - Listens
- **Team Working** - Helps and supports others
- **Understanding Others** - Is sensitive to body language

Specific attributes will include

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills.
- Preferable previous experience (1-2 years) of working with children.
- Ability to use technology and continually develop own skills.
- Knowledge of policies and procedures relating to child protection, SEN, health, safety (including e-Safety), security, equal opportunities and confidentiality.
- Have the 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.
- First Aid qualification would be an advantage.

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Commitment to the School

- The Teaching Assistant understands that their behaviour in, and out of school can impact on the reputation of the school and the teaching profession as a whole.

In relation to the School Improvement Plan, to carry out all duties and action allocated specifically to you to the best of your ability.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed by Post Holder

Print Name

Date
