

Wayfield Primary School  
Job Description  
Teaching Assistant

<b>Post:</b>	Teaching Assistant
<b>Reports to:</b>	Teacher /Inclusion Leader
<b>Liaising with:</b>	Head Teacher, Senior Leadership Team, Governors, Teachers, Staff, Pupils, Parents/Carers, External agencies/professionals,
<b>Main Purpose:</b>	
<ul style="list-style-type: none"> <li>To work under the guidance/instruction of teaching staff.</li> <li>To undertake work that will enable pupils to access their learning.</li> <li>To assist the teacher in the management of pupils and the classroom.</li> <li>Work may be carried out in the classroom or outside the main teaching area.</li> </ul>	
<b>Key Functions:</b>	
<ul style="list-style-type: none"> <li>To support a child with speech and language needs.</li> <li>To support a child with their learning 1:1 in the classroom.</li> <li>To help the child initiate and sustain positive social interactions with peers.</li> </ul>	
<b>Specific Responsibilities</b>	
<p><b>The main responsibilities of the post are to:</b></p> <ul style="list-style-type: none"> <li>Supervise and assist individual/small groups of pupils in activities set by teachers.</li> <li>Supervise whole classes for short periods of time.</li> <li>Take into account the pupils' Special Educational Needs, ensure their access to the lesson and its content through appropriate clarification, explanations, equipment, materials and use of data.</li> <li>Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.</li> <li>Help reinforce and promote independent learning and social skills by supporting pupils in groups.</li> <li>Help pupils record work in an appropriate way and to develop study and organisational skills.</li> <li>Keep the pupils on task and to build motivation by modelling good practice.</li> <li>Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils.</li> <li>Implement behaviour management policies in accordance with guidance provided by the teacher.</li> <li>Attend formal and informal meetings with teachers to contribute to planning lessons/ activities.</li> <li>Prepare materials and resources.</li> <li>Work on differentiated activities with identified groups, prepare pupils beforehand for a task.</li> <li>Take every opportunity to develop pupils' language, reading, mathematics and related skills.</li> <li>Support the teacher in implementing specific teaching programmes.</li> <li>Supervise practical tasks.</li> <li>Carry out structured classroom assessment /observation and feedback outcomes.</li> <li>To be involved in keeping records and evaluating identified pupils' progress.</li> <li>Support the use of ICT in the classroom and develop pupils' competence and independence in its use.</li> <li>Adjust activities according to pupils' responses as appropriate.</li> <li>Promote the inclusion and acceptance of children with Special Educational Needs within the classroom ensuring access to lessons and their contents through appropriate clarification, explanation and resources.</li> <li>In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.</li> </ul>	

- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Monitor and record pupil activities as appropriate writing records and reports as required.
- Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupils' needs, e.g., physical development, speech /language development, and medical needs identified in an approved care plan agreed by parents.
- To assist with escorting pupils on educational visits.
- Ensure the inclusion of all children, including those with EAL and support individual children who find it difficult to form relationships.
- Help keep children on task by giving them individual attention where necessary and help them to become successful learners.
- Assist pupils with their personal hygiene needs.
- Deliver intervention programmes where necessary.
- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- Ensure that all duties and services provided are in accordance with the policy.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- Share the school's commitment to safeguarding and promoting the welfare of all young people following appropriate procedures.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job and skills.

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Person Specification  
Teaching Assistant

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training.</li> <li>• Training in literacy and or numeracy learning strategies/interventions.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working with children with special educational needs.</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT and relevant technologies.</li> <li>• Basic understanding of child development.</li> <li>• Ability to work under supervision and independently.</li> <li>• Ability to relate well to children.</li> <li>• Ability to work constructively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies and practices.</li> <li>• An understanding of the curriculum and other learning strategies.</li> </ul>