

**Napier Primary Academy**

**Job Description Designation: Teaching Assistant**

**Responsible to: Head of School**

**Hours: 32.5 per week / 38 weeks per year**

**Core hours of work: Between 8:30am and 3:30pm**

**Key duties:**

To support the teachers in the teaching and welfare of the children to attain the targets set in their personal learning. There is a requirement to work with all children including those with Educational Health Care Plans and additional educational needs throughout the Key Stages.

● Provide teaching support to individuals or groups of pupils as required by the Leadership Team and/or class teacher to:

● Monitor their learning and address difficulties encountered

● Promote independent learning and reaching of targets set

● Take intervention groups and work with children through a set period to raise attainment and achievement

● Assist in the drawing up and undertaking of specific programmes, either in intervention groups or within the classroom to ensure delivery of individual’s targets.

● Raise self-esteem and promote positive behaviour patterns and discipline in working with pupils to assist their education and growth.

● Prepare materials to ensure efficient and effective teaching of specific children or groups of children.

● Assist the class teachers with displaying pupils’ work.

● Undertake playground supervision to ensure the continued safety and welfare of pupils, including first aid duties with appropriate first aid training.

● Accompany pupils/ teachers on educational journeys/ on or off site activities during allocated working hours, ensuring pupils are supervised as required and working under the direction of the teacher in charge.

● Take part in the academy’s Performance Management procedures in order to identify strengths and undertake relevant professional development to meet individual and academy needs.

● Undertake such administrative tasks/ duties as; collecting money, bulk photocopying, producing class lists, processing pupil assessment data, coordinating standard letters.

● To carry out duties that the Head of School may from time to time require.

● To undertake relevant behaviour management training and follow the academy’s behaviour management policies.

● In an emergency, the Teaching Assistant may be requested to supervise the class for a short period of time in the teacher’s absence.

● As a member of staff, all Teaching Assistants will have responsibility for the consistent implementation of the academy’s policies and procedures, including Child Protection and Health and Safety Requirements

**Person Specification – Teaching Assistant**

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|  | **Essential** | **Desirable** |
| Qualifications | * GCSE Grade A\*-C (or equivalent) in English and Mathematics | * NVQ 2 for Teaching Assistants or equivalent qualifications or experience * Training in the relevant learning strategies |
| Experience | * Experience of working with children of relevant age | * Experience of working with SEND pupils |
| Knowledge and skills | * Effective use of ICT to support learning * Basic understanding of child development and learning * Ability to self-evaluate learning needs and actively seek learning activities * Ability to relate well to children and adults * Work constructively as part of a team | * Understanding of relevant policies/code of practice and awareness of relevant legislation including safeguarding * General understanding of national / foundation stage curriculum and other basic learning programmes / strategies |