

Job Description		
Title TEACHING ASSISTANT - PRIMARY	School: Sutton-on-Trent Primary and Nursery School	Post Ref Add Ref Profile Learning Support 2a PRI
Grade 2 scp 9 -13		
Job Purpose To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.		
Key Responsibilities <div><div></div><div><ol style="list-style-type: none">1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary2. Providing support for students with emotional, social and behavioural problems3. Providing practical assistance in relation to other identified physical needs4. Supervising and supporting pupils ensuring their safety and access to learning and play5. Working to establish a supportive relationship with the children and parents/carers and families concerned6. Promoting the inclusion and acceptance of all pupils7. Encouraging pupils to interact with others and engage in activities led by the teacher8. Encouraging pupils to act independently as appropriate9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate12. Gathering/reporting information from/to parents/carers as directed13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money15. Supporting pupils in their learning in all areas of the curriculum16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher17. Supporting pupils and teacher during PE and other practical activities18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use19. Assisting with the supervision of pupils at break times20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required</div></div>		

General Responsibilities

21. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
25. Appreciate and support the role of other professionals
26. Attend relevant meetings as required
27. Participate in training and other learning activities and performance development as required
28. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
29. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
30. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
31. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
32. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification	
<p><i>Education and Knowledge</i></p> <ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent or prior relevant experience or skills. • Willingness to take part in appropriate training and personal and professional development • An understanding of the varied needs of children as they develop socially and academically. • A knowledge of behaviour management techniques that support school and classroom practices. • Ability to use ICT/the internet to support pupils' learning and communicate effectively with colleagues 	<p><i>Personal skills and general competencies</i></p> <ul style="list-style-type: none"> • A commitment to promoting equal opportunities and meeting individual needs. • A commitment to safeguarding all pupils. • Awareness of confidentiality. • Ability to work as part of a team. • Ability to direct direction and follow instructions • Able to manage time effectively. • Ability to be flexible to the meet needs of the children. • Effective communication, interpersonal and organisational skills.
<p><i>Experience</i></p> <ul style="list-style-type: none"> • Experience of working with children/young people. • A standard of written and spoken English that supports pupils' learning. 	<p><i>Desirable</i></p> <ul style="list-style-type: none"> • Recent experience of working in a school. • An understanding of the importance of phonics for early reading • Ability to support pupils with additional needs