

Job Description		
Title TEACHING ASSISTANT - PRIMARY	School: St Anne's C of E (A) Primary School	
NJE Grade 2 Points 2-4		
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		
<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 necessary 2. Providing support for students with emotional, social and behavioural problems at the request of Classteacher. 3. Providing practical assistance in relation to other identified physical needs 4. Supervising and supporting pupils ensuring their safety and access to learning and play 5. Working to establish a supportive relationship with the children and parents/carers and families concerned 6. Promoting the inclusion and acceptance of all pupils 7. Encouraging pupils to interact with others and engage in activities led by the teacher 8. Encouraging pupils to act independently as appropriate 9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work 10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed 11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate 12. Gathering/reporting information from/to parents/carers as directed 13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies 14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money 15. Supporting pupils in their learning in all areas of the curriculum 16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher 17. Supporting pupils and teacher during PE and other practical activities 18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use 19. Assisting with the supervision of pupils at break times 20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required 		

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

ST ANNE'S C OF E (A) PRIMARY SCHOOL

Teaching Assistant – Grade 2
July 2019

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE
<p>Experience</p> <p>Experience in supporting individuals/group of children in class in KS1</p> <p>Experience of working with children in play/recreational situations.</p> <p>Experience of supporting English and Maths activities as directed by the classteacher for the last two years.</p> <p>Experience of working with children who have a wide variety of educational needs</p> <p>To have been involved in intervention work to support learning such as Springboard, Accelerread, Accelewrite.</p> <p>Have good communication and expressive skills.</p> <p>Experience of maintaining SEN records</p> <p>Experience and knowledge of working with specific targets for children</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p>	<p>ARI</p> <p>ARI</p> <p>AI</p> <p>ARI</p> <p>ARI</p> <p>AI</p> <p>ARI</p> <p>ARI</p>
<p>Education and Training</p> <p>NVQ 2 or equivalent qualifications</p> <p>GCSE English and Maths at Grade C or above or equivalent.</p> <p>Certificate or knowledge of First Aid</p> <p>Inter-Personal & Social Qualities.</p> <p>Good communication skills.</p> <p>Enjoy working with children and be able to control and supervise them.</p> <p>Be patient, sympathetic and remain calm in an emergency.</p> <p>Ability to work as part of a team.</p> <p>Willingness to undertake training</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>AI</p> <p></p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>AI</p> <p>AI</p> <p>ARI</p> <p>AI</p>

