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

- 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

Teaching Assistant: Grade 2

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

Teaching Assistant: Grade 2



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

Teaching Assistant – Grade 2 July 2019

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

Teaching Assistant: Grade 2

Knowledge			I
_	√		Al
An awareness of children with special	•		Al
educational needs			<u>, </u>
(dietary/emotional/physical)	√	/	Al
General Understanding of KS1 curriculum	•	\checkmark	AIR
and other basic learning			
programmes/strategies			
knowledge and understanding of:	,		
the Primary school curriculum	√ ✓		Al
how to support children in literacy and	✓		Al
numeracy;	,		AI
supporting children with Special	✓		
Educational Needs;			l
how children learn and how to motivate	✓		Al
them;			
the roles played by various adults in a	✓		Al
child's education.			
Skills/Aptitudes	Ţ		
Good organisational skills	√		ARI
Team Work	✓		ARI
Flexibility/adaptability	✓		ARI
Good communication skills	✓		ARI
help professional staff to achieve their			7111
• •	\checkmark		ADI
objectives;	·		ARI
model acceptable behaviour; supervise and			
	\checkmark		A.D.I
control children,			ARI
encourage good social skills and adhere to	✓		ARI
defined standards			
	\checkmark		
liaise and communicate effectively with			ARI
others;	\checkmark		ARI
reinforce teaching points during teacher	·		
input;			
clear up misunderstandings and sort out	_		ARI
	v		
misconceptions;	,		ARI
teach new concepts as agreed with the	✓		ARI
class teacher;			
implement strategies for developing	✓		ARI
writing, reading, and number skills;			ARI
extend children's thinking skills;	√		ARI
assess children's understanding of text and	✓		
reading skills;			
_			ADI
assess children's understanding of maths	✓		ARI
concepts;			
discuss with children their understanding of	\checkmark		ARI
learning objectives			
Support the Christian ethos of the school	✓		Al
Suitability to work with children			
Enhanced DBS	✓		ARI
<u> </u>			

A- Application Form

R – References

I - Interview

T - Test