

Job Description		
<b>Title</b> <b>TEACHING ASSISTANT - PRIMARY</b> <b>Grade 2 – Supply</b>	<b>School:</b> <b>Pinewood Infant School &amp; Foundation Unit</b>	<b>Post Ref :</b> <b>Add Ref:</b>
<b>Job Purpose</b> 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.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>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.</li><li>2. Providing support for students with emotional, social and behavioural problems.</li><li>3. Providing practical assistance in relation to other identified physical needs.</li><li>4. Supervising and supporting pupils ensuring their safety and access to learning and play.</li><li>5. Working to establish a supportive relationship with the children and parents/carers and families concerned.</li><li>6. Promoting the inclusion and acceptance of all pupils.</li><li>7. Encouraging pupils to interact with others and engage in activities led by the teacher.</li><li>8. Encouraging pupils to act independently as appropriate.</li><li>9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.</li><li>10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed.</li><li>11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.</li><li>12. Gathering/reporting information from/to parents/carers as directed.</li><li>13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies.</li><li>14. Providing support for such tasks as clerical, administrative, photocopying, display and data collection.</li><li>15. Supporting pupils in their learning in all areas of the curriculum.</li><li>16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.</li><li>17. Supporting pupils and teacher during PE and other practical activities.</li><li>18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use.</li><li>19. Assisting with the supervision of pupils at break times.</li></ol>		

20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

### **General Responsibilities**

21. To fulfil health & safety and safeguarding duties by following the school's procedures, including the employee code of conduct, child protection policy and any other policy deemed relevant to your role.

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

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

### ***Person Specification***

#### ***Education and Knowledge***

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.

#### ***Experience***

Experience of working one to one with a child on interventions  
Experience of working with different year groups, including Early Years  
Experience of using and adapting planning to assist small group work

#### ***Personal skills and general competencies***

- Good team player
- Good communication and interpersonal skills
- Good organisation and time management
- Adaptable
- Awareness of the need for confidentiality
- Ability to work and communicate with a range of different people
- Enthusiasm and drive to get the best for the children
- Willingness to attend appropriate training and to continue to develop

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_