

# AVENING PRIMARY SCHOOL

## JOB DESCRIPTION



<b>Post Title:</b>	Teaching Assistant
<b>Salary:</b>	Point 7- Point12 £25,584 - £27,711 pa pro rata, depending on experience and qualifications
<b>Hours:</b>	30 hours

### JOB PURPOSE

- To support the teaching staff with their responsibility for the development and education process by providing care and supervision to children including those who have additional needs.

### MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the classroom teacher:

- Actively support the learning of individual children or groups in activities set by the teacher
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical, academic, social and emotional development
- Keep children on task and spot early signs of bullying and/or disruptive behaviour
- Monitor individual pupil's problems and developmental needs and be prepared to report these to the designated supervisor as appropriate
- Assist individuals in educational, physical and social needs
- Help children to become more independent learners
- Cover the class on occasions as part of a teaching team
- Undertake 30 minutes lunchtime supervision each day

Support the class teacher by:

- Providing support across the curriculum
- Providing support as requested for children with special education needs or disabilities
- Carrying out work under the guidance of the teacher
- Undertaking work set by the class teacher and help children to reach their targets
- Being involved at whole class level and assisting in the planning of work programmes for individuals or groups of children
- Carrying out interventions as required by the class teacher
- Providing feedback to teachers
- Liaising with parents as required

Support the school by:

- Keeping school matters confidential at all times
- Attending support staff meetings in school time
- Implementing school behaviour policies
- Encouraging children to maintain the ethos of the school
- Taking part in any appropriate training opportunities

### QUALIFICATIONS/EXPERIENCE

Relevant qualifications/experience – NVQ Level 2 or 3 or equivalent (desirable)

### SUPERVISORY RESPONSIBILITY

To supervise individuals/ groups when necessary as part of a teaching team

## SPECIAL CONDITIONS

Term time only. Inset Day working required. Leave to be taken when school is not in session.

*This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*

**Avening Primary School is an equal opportunities employer, committed to safeguarding and promoting the welfare of all our children. We expect all staff and volunteers to share this commitment. All appointments will be subject to an enhanced DBS check and excellent references, including a candidate's suitability to work with children, prior to appointment. The post is not exempt from the Rehabilitation of Offenders Act 1974. Therefore all convictions, including those usually considered spent, must be declared.**

December 2024



## PERSON SPECIFICATION: Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Basic skills in numeracy and literacy, (GCSE Grade 4 or equivalent)	NVQ Level 2/3 qualification in Supporting Teaching & Learning in Schools or equivalent childcare qualifications  Other relevant professional training
<b>Experience</b>	Experience of working with primary aged pupils	Experience of working as a TA in a primary school  Experience of working with children with additional needs, including those with SEN plans  Experience of teaching phonics and early maths
<b>Knowledge</b>	Commitment to every child making progress at an appropriate pace  Calm, patient and friendly manner towards all children in all circumstances  Suitability to work with children. The post holder must have enhanced DBS clearance to carry out this role and be responsible for the promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with	Willingness to participate in the wider life of the school

<b>Skills &amp; Ability</b>	Ability to work flexibly as a member of the team  Commitment to the importance of a high quality education for all children  Good level of personal presentation, time management skills and attendance	
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