



# Meryfield Community Primary School



## KS1/KS2 Teaching Assistant Job Description

### School vision and mission

Our vision is: **to be a school community where children wake up every morning buzzing with excitement at the thought of another day of irresistible learning.**

Our mission is: **to give all Meryfield children the skills and confidence to open doors to opportunities throughout their lives.**

This encapsulates the ethos of the school where we place high expectations on all learners and support them academically as well as personally to achieve their very best.

### Employment details

Job title:	KS1/KS2 Teaching Assistant
Reports to (job title):	Phase leader & Head Teacher
Hours of work:	Full time
Level	H2-3

### Main duties/responsibilities

#### Purpose of the job

- To undertake support duties and assist the class Teacher with the day to day needs of the pupils in the class so that they make more than expected progress.
- To enable the teacher to implement the curriculum and respond to the pupils' needs
- To support the aims and values and ethos of our school.

#### Context of role

- Provide pupils with the level and type of support specified by the Teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Establish excellent relationships with pupils by using language and other communication skills that the pupils can relate to and understand.
- Encourage pupils to interact with each other in an appropriate and acceptable manner
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
- To assist with a range of curriculum activities under the direction of the Teacher

- To supervise and support individuals, groups of children and whole classes in both adult initiated and child initiated activities, interacting with them to support their learning and development under the direction of the Teacher
- To undertake outside supervision for learning opportunities and during lunchtime and to encourage appropriate behaviour and where necessary, challenge inappropriate behaviour; reporting difficulties to a member of the teaching staff
- Work under the direction of the Teacher to prepare and maintain an effective learning environment, by preparing work materials and equipment and clearing up afterwards, in both the indoor and outdoor environment
- Set out learning materials/areas as directed by the Teacher so that pupils are able to participate safely and effectively in the planned activities
- To liaise regularly with the Teacher and/or take part in planning meetings, inset days and any other meetings as required and to take part in training activities offered by the school to further knowledge and respond to the changing needs of the school
- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role
- To observe and record pupils' assessment as required by the Teacher
- To accompany teaching staff and children on visits, trips and out of school activities as required, taking responsibility for a group under the supervision of the Teacher.

#### Whole School/Other

- Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.
- Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

***The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.***

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

Meryfield Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the school's preemployment checks.

Meryfield Primary school recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion. We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.

## Person Specification: KS1/KS2 Teaching Assistant

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children across the primary age range.</li> <li>• Experience of effective involvement with parents.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Have an appropriate NVQ qualification (or equivalent) at least at level 2, but preferably at level 3</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent additional educational qualifications</li> <li>• Current First Aid/Paediatric First Aid certificate</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> <li>• Commitment to the protection and safeguarding of children and young people</li> <li>• Will co-operate and work with relevant agencies to ensure the appropriate safeguarding of children</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Have successful experience of working with children in the primary phase.</li> <li>• A commitment to continuous professional development.</li> <li>• Be able to demonstrate good literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Confident skills in ICT</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Have excellent communication skills with all stakeholders</li> <li>• Ability to work effectively as part of a team of staff.</li> <li>• Ability to demonstrate positive and effective behaviour management skills</li> <li>• Good organisational and time management skills</li> <li>• Demonstrate a positive and professional attitude at all times</li> <li>• Flexible and keen to adapt to meet the needs of school</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive, caring attitude, enthusiasm and sense of humour</li> <li>• Ability to maintain confidentiality</li> <li>• Excellent interpersonal skills</li> </ul>	