



JOB DESCRIPTION

Job title: Teaching Assistant

Reporting to: Head Teacher

Contract: Part time, Permanent

Grade: Grade 4

Hours/week: 30

Location: Stadhampton Primary School, Oxfordshire

Main purpose of the role

To work under the instruction of the teaching or senior staff to undertake work in order to enable access to learning for all pupils. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SPECIFIC RESPONSIBILITIES:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies and individual support plans.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- To help organise and maintain the learning environment.
- Provide support and assistance for children's pastoral needs as appropriate, when trained & all statutory documents are in place (e.g. dressing, going to the toilet, the changing of nappies or the administration of medication)
- To assist in the assessment and maintenance of children's records.

To undertake all of the following:

- Work as part of a team and assist the teacher to ensure quality education for the children.
- To promote the development of numeracy, literacy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the teacher.
- Liaise and plan with the teacher to support all pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the teacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

- Report any concerns regarding children's welfare or education, to the classteacher or designated officer for safeguarding.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with always maintaining good discipline throughout the school, following school procedures.
- When directed, escort and supervise pupils on planned visits/journeys.
- To maintain confidentiality in and outside the workplace.
- To understand and comply with school policies and procedures.
- To assist with the support of pupils, sometimes involving one to one.
- Attend appropriate staff meetings and training days/events as requested.
- Participate in training and other learning activities and performance development as required.

When covering for Class Teachers (It is the class teacher's responsibility to plan the learning in their class):

- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Monitor pupils' responses to learning tasks and modify their approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they are learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

When covering lunch duties:

- To supervise pupils in designated areas of the school during the lunchtime break to ensure their safety, wellbeing and general conduct through appropriate application of the school's policies and procedures.
- To follow the guidance set out in the school Behaviour Policy to secure high standards of behaviour
- To be aware of the positioning of other staff on duty to ensure good supervision of all areas
- To organise and support the children in playing constructively together, interacting positively with the pupils
- To ensure the well-being of the children in your care and nurture their self-esteem through positive interaction.
- To act as an excellent role model
- To promote positive attitudes through encouraging dialogue and modelling problem-solving techniques
- To assist in maintaining an attractive environment (encouraging children to tidy away lunchboxes, uniform and litter)

- Encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session
- To look after playground equipment and ensure it is kept in good order
- To encourage the children to have good table manners whilst eating lunch
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance where required. Recording relevant First Aid incidents in accordance with procedures in place.

General Duties:

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the school is met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations or other regulation/legislation. Confidentiality must be maintained at all times.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety Policy.

PERSON SPECIFICATION

Qualifications and training	Essential	Desirable
Teaching Assistant NVQ Level 2 or 3 (or equivalent qualifications or experience)		✓
Excellent numeracy/literacy skills – ideally GCSE standard (or equivalent) in English and Maths	✓	
Willingness to undertake training relevant to the post	✓	
Training relevant to working with children (First Aid, Safeguarding etc)		✓
Adequate ICT skills to be effective in your job (i.e. to support learning activities)	✓	
Experience/employment record	Essential	Desirable
Experience of working with children from Early years learning environment	✓	
Professional skills, knowledge and understanding	Essential	Desirable
General understanding of National / Foundation Stage Curriculums and other basic learning programmes/strategies		✓
Good understanding of child development and learning	✓	
Able to follow instructions, self-organised and is willing to be flexible and adaptable	✓	
Ability to work as part of a team, and lead when required	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Able to form and maintain excellent relationships at all levels	✓	

Personal qualities	Essential	Desirable
Able to form and maintain excellent relationships at all levels	✓	
Committed to working with parents to promote educational and social development of children	✓	
Committed to working with children in a manner that best ensures an excellent learning relationship	✓	
Committed to upholding confidentiality at all times	✓	
Excellent communication skills	✓	
Energy, resilience, self-motivation and sense of humour	✓	
High expectations of yourself and of children	✓	
Be prepared to add to the life of the whole school and be willing to contribute to the range of extra- curricular activities and PTA/school events.		✓