



Kingfisher  
Schools Trust  
Achieving Success Together

# Teaching Assistant

## Southtown Primary School

*Opportunity, Community, Excellence*



## Job Description

### Role Purpose:

- To provide learning support for individual and groups of pupils
- To encourage children to become independent learners
- To ensure the safety and welfare of the children
- To support the inclusion of pupils in all aspects of school life

### Key Responsibilities:

- To support individual children and groups, under the direction of the class teacher introducing activities and using a range of strategies to support the children in their learning
- To help pupils to access the full curriculum
- To observe pupils' engagement and progress using the systems in place to provide the teacher with feedback on pupil progress
- To help to maintain individual and group records as necessary
- To liaise with and maintain effective working relationships with colleagues, parents and other professionals
- To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside
- To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children
- To promote good pupil behaviour in line with the school behaviour policy and/or individual pupil behaviour plans

### Other responsibilities

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection.
- Adhere to the staff code of conduct / staff handbook.
- Undertake performance management, training and other professional development opportunities.
- The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive.
- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The job holder will be expected to seek advice and escalate more complex issues to senior members of staff.
- The post holder will need to use discretion as to when to escalate.
- The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed
- Undertake first aid as necessary

### Safeguarding

- Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures
- Maintain high standards of professionalism in line with the Code of Conduct



## Personal Specification

Essential Criteria	Desirable Criteria
<p><u>Qualifications &amp; Education:</u></p> <ul style="list-style-type: none"><li>• Good standard of education</li></ul>	<ul style="list-style-type: none"><li>• GCSE English and Maths at grade C or above (or equivalent)</li></ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"><li>• Experience of working in a classroom environment in the primary phase</li></ul>	
<p><u>Skills, behaviours and qualities:</u></p> <ul style="list-style-type: none"><li>• Ability and enthusiasm to motivate pupils</li><li>• Ability to maintain a professional manner in challenging situations</li><li>• Ability to take direction from senior colleagues</li><li>• Ability to use initiative whilst working within recognised guidelines and procedures</li><li>• A willingness to promote the school's ethos</li><li>• Resourceful, patient and resilient</li><li>• Approachable, friendly manner, and ability to form positive professional relationships with pupils</li><li>• Can-do attitude and a good sense of humour</li><li>• Willingness to be flexible and quickly adapt to suit the needs of the school</li><li>• Excellent behaviour management skills</li></ul>	
<p><u>Professional Development:</u></p> <ul style="list-style-type: none"><li>• Commitment to personal professional development</li></ul>	