



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Job Description & Person Specification – Teaching Assistant

School: Bentley Heath CE Primary School

Salary Banding: Point 5 to 9

Working Hours: 15 hours per week, 38 weeks a year, term time only

Reporting to: Senior Leadership

DBS Check: Enhanced

1. Job Purpose

- To support the class teacher in providing and promoting a caring and stimulating environment suitable for the development of children.
- To be aware of and respond appropriately to the individual needs of children in your care - this will be in close and full conjunction with the class teacher.
- To act as a nominated first aider for the school.

2. Key Responsibilities

2.1 Main Duties

- To assist the teacher with learning activities generally in the classroom
- To carry out appropriate activities as planned within the classroom or with groups of pupil
- To prepare and organise teaching resources and ensure the classroom is ready for lessons and activities. (Including the setting-up and clearing away of resources)
- To supervise children during break and lunchtimes
- To support children to be independent by helping them with tasks
- To display and present children's work
- To maintain children's records
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist children with personal hygiene routines
- To safeguard children and adhere to and promote health & safety
- To adhere to and promote all school policies
- To provide a service that respects children's life experiences and celebrates diversity; in terms of language, culture, ability, race and religion

2.2 People

The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.

2.3 Safeguarding

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

2.4 Buildings and Equipment

To be responsible for reporting loss/damage or low stock levels to the relevant staff.

2.5 Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

2.6 Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3. Other Conditions

3.1 Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

3.2 Equal Opportunities

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

3.3 Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

3.4 Training and Development

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

3.6 Core Qualities & Leadership Framework

The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by: Hannah Cook

Date: 12/06/2024

Person Specification – Teaching Assistant

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>Willingness to undertake a Level 2 Childcare Apprenticeship, organised and funded by BDMAT</p> <p>Good numeracy and literacy (i.e. GCSE Grade C in English and Maths or equivalent)</p>	<p>Level 2 (or higher) or equivalent childcare qualification</p> <p>Evidence of related training or interests</p> <p>Current paediatric first aid certificate</p>	<p>Application form and interview</p> <p>Application form and qualifications</p> <p>Application form and qualifications</p> <p>Application form and interview</p> <p>Application form and qualifications</p>
Skills & Abilities	<p>Ability to build appropriate and effective relationships with children and their parents/carers</p> <p>Able to understand generic and specific needs of children</p> <p>Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles</p>	<p>Effective use of ICT to support learning e.g. ICT, video, programmes/strategies</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>

Experience & Knowledge	<p>Experience of working in a school setting or other suitable experience</p> <p>Ensuring the health, safety and welfare of children</p> <p>General understanding of the curriculum and other basic learning</p> <p>Basic understanding of child development and learning</p> <p>Operating effective systems for recording, monitoring and evaluating in a setting</p> <p>Experience of assisting children to use resources for learning</p> <p>Basic knowledge of first aid</p>	<p>Experience of working with children having a range of special needs</p>	<p>Application form and interview Process</p> <p>Application form</p>
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Core Qualities	<p>Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.</p> <p>Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.</p> <p>Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.</p> <p>Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement.</p>		<p>Application form and interview</p>
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Other Requirements	Commitment to promoting equality and diversity across the school Support the overall Christian ethos of the Trust		Application form and interview
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Complied/Review by: Hannah Cook

Date: 12/06/2024