

## Northbourne CE Primary School Teaching Assistant Job Description

**Report to:** Teacher/Senior Leadership Team

**Grade:** 4

### Context

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and 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.

### Support For Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.

### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.



### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

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### Qualifications, Experience and Personal Specifications

Experience & Qualifications	Essential	Desirable
Completion of DfES Teacher Assistant Induction Programme		✓
NVQ 2 for Teaching Assistants or equivalent qualifications or experience		✓
Training in the relevant learning strategies e.g. literacy		✓
Safeguarding children training		✓
First Aid Training		✓
Working with or caring for children of relevant age	✓	
Working in a school or busy 'people' environment	✓	
Knowledge, Skills and Understanding		
Good numeracy/literacy skills	✓	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Basic understanding of child development and learning	✓	
Understanding of relevant policies/codes of practice and awareness of relevant legislation		✓
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Effective use of ICT to support learning		✓
Use of other equipment technology – video, photocopier		✓
Personal Attributes		
Excellent communication skills, particularly relating to adults and children	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Enthusiasm, good humour, determination and resilience in your work	✓	
Demonstrate a high degree of confidentiality in their work	✓	
Dedication, enthusiasm & commitment to making a difference to children's lives	✓	
A commitment to the provision of high-quality childcare	✓	
A positive approach to inclusive practice, with children and colleagues	✓	
Excellent organisational, record keeping and planning skills	✓	
Ability to take own initiatives and respond quickly to challenges and needs	✓	
Hard-working, punctual, reliable, patient, honest and trustworthy	✓	

