

# Camps Hill Primary School Job Description



## Name

<b>Job Title</b>	<b>Teaching and Learning Assistant</b>
<b>Location</b>	<b>Primary School - All Key Stages / Early Years – Preschool/Nursery/ Reception</b>
<b>Grade</b>	<b>H2</b>
<b>Reports to</b>	<b>Senior Leadership Team</b>
<b>Responsible for</b>	<b>Supporting teaching and learning</b>

## Main purpose

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher

## Key Responsibilities

1. Work with individuals or small groups of pupils in the classroom or designated area under the direct supervision of teaching staff and provide feedback to the teacher
2. To implement targeted interventions for identified pupils
3. Support pupils to understand instructions support independent learning and inclusion of all pupils
4. Support the teacher in behaviour management and keeping pupils on task
5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
6. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
7. Record basic pupil data
8. Support children's learning through play
9. Assist with break-time supervision including facilitating games and activities
10. Assist with escorting pupils on educational visits and contribute to risk assessments
11. Support pupils in using basic ICT
12. Invigilate tasks and tests and apply access arrangements
13. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
14. Contribute to evidence for ISPs, EHCP and referrals
15. Meet with professionals and contribute to discussion

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This role is not set in one area or with a set pupil and may change based on the needs of children and staff resource.

## Job Context

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Carries out allocated tasks under the supervision of a teacher, problems referred to line manager.

## Other responsibilities

- To implement Trust/school policies with support.
- To follow the Code of Conduct of the host school.
- To attend statutory training, and training required according to school policies, within the regulated timescales.

## Person Specification H2

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> <li>NVQ 3 for Teaching Assistants or equivalent qualifications or experience.</li> </ul>		✓
Experience		
<ul style="list-style-type: none"> <li>Working with or caring for children from 3 – 11 years</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Running interventions to support children's learning and / or development</li> </ul>	✓	
Knowledge		
<ul style="list-style-type: none"> <li>Understanding of latest <i>Keeping Children Safe in Education</i> guidance</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Teacher Assistant training</li> </ul>		✓
<ul style="list-style-type: none"> <li>Training in learning strategies e.g. phonics, reading, maths</li> </ul>	✓	
<ul style="list-style-type: none"> <li>First aid training/training as appropriate</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of relevant policies/code of practice and awareness of relevant legislation</li> </ul>	✓	
<ul style="list-style-type: none"> <li>General understanding of National Curriculum/Foundation Stage Curriculum and other basic learning programmes/strategies</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Basic understanding of child development and learning</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Effective and proven behaviour management strategies</li> </ul>	✓	
<ul style="list-style-type: none"> <li>How to apply an intimate care policy and care plans</li> </ul>	✓	
Skills		
<ul style="list-style-type: none"> <li>G.C.S.E. or equivalent English and Maths qualifications (Grade C or above)</li> </ul>		✓
<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> </ul>		✓
<ul style="list-style-type: none"> <li>Use of other equipment technology including video, photocopier</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>		✓
<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Display commitment to protection and safeguarding of children and young people</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Can implement Trust/school policies and procedures.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Models a growth mindset.</li> </ul>	✓	

### Physical Effort

- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.
- When working with pupils with severe physical disabilities or behaviour issues may require regular periods of greater physical effort such as manoeuvring pupils with severe physical disabilities or behaviour issues.
- Assembly and clearing away of equipment; keyboard skills; & mobility aids
- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents