

Camps Hill Primary School Job Description



Name

Job Title	Teaching and Learning Assistant
Location	Primary School - All Key Stages / Early Years – Preschool/Nursery/ Reception
Grade	H3
Reports to	Senior Leadership Team
Responsible for	Supporting teaching and learning

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. To provide temporary cover during the absence of a teacher.

Key Responsibilities

1. Work with individuals (1:1 SEND) 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 and adapt targeted interventions for identified pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Deliver planned lessons to classes in all subjects on occasion where business needs dictate
6. Support pupils to understand instructions support independent learning and inclusion of all pupils
7. 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.
8. Record basic pupil data
9. Support children's learning through play
10. Assist with break-time supervision including facilitating games and activities
11. Assist with escorting pupils on educational visits and contribute to risk assessments
12. Support pupils in using basic ICT
13. Invigilate tasks and tests, contributing to plans for access management
14. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
15. Contribute to evidence for ISPs, EHCP and referrals
16. Meet with professionals

The duties and responsibilities listed above describe the post as it is at present. They may vary based on primary or Early Years location. 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 H3

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> NVQ 3 for Teaching Assistants or equivalent qualifications or experience/Level 3 Early Years qualification 	✓	
<ul style="list-style-type: none"> Or is committed to achieving the above qualification within 2 years 	✓	
Experience		
<ul style="list-style-type: none"> Working with or caring for children from 3 – 11 years 	✓	
<ul style="list-style-type: none"> Running interventions to support children’s learning and / or development 	✓	
Knowledge		
<ul style="list-style-type: none"> Understanding of latest <i>Keeping Children Safe in Education</i> guidance 	✓	
<ul style="list-style-type: none"> Teacher Assistant training 		✓
<ul style="list-style-type: none"> Training in learning strategies e.g. phonics, reading, maths 	✓	
<ul style="list-style-type: none"> First aid training/training as appropriate 	✓	
<ul style="list-style-type: none"> Understanding of relevant policies/code of practice and awareness of relevant legislation 	✓	
<ul style="list-style-type: none"> General understanding of National Curriculum/Foundation Stage Curriculum and other basic learning programmes/strategies 	✓	
<ul style="list-style-type: none"> Basic understanding of child development and learning 	✓	
<ul style="list-style-type: none"> Effective and proven behaviour management strategies 	✓	
<ul style="list-style-type: none"> How to apply an intimate care policy and care plans 	✓	
Skills		
<ul style="list-style-type: none"> G.C.S.E. or equivalent English and Maths qualifications (Grade C or above) 		✓
<ul style="list-style-type: none"> Effective use of ICT to support learning 	✓	
<ul style="list-style-type: none"> Use of other equipment technology including video, photocopier 	✓	
<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities 	✓	
<ul style="list-style-type: none"> Ability to relate well to children and adults 	✓	
<ul style="list-style-type: none"> Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these 	✓	
<ul style="list-style-type: none"> Display commitment to protection and safeguarding of children and young people 	✓	
<ul style="list-style-type: none"> Can implement Trust/school policies and procedures. 	✓	
<ul style="list-style-type: none"> Models a growth mindset. 	✓	

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