



Job Description

Role	Teaching Assistant	School/Department	Great Hollands Primary School
Grade	Grade 3, spinal points 5 to 6	Reports to	Headteacher
Job evaluation code	GHP003a	Date of evaluation	April 2022
Purpose	<ul style="list-style-type: none"> To provide general support to teachers in the management of children individually, within groups of pupils, and in the classroom to assist with their learning, social, educational, and emotional and help with their learning programmes. For pupils with additional needs, liaise with staff, children, families, and external agencies to arrange development meetings. 		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Pupils, colleagues, parents/families	None	None
Key accountabilities	Working under the direction of the teacher to support the learning of pupils		
Main duties and responsibilities	<p>General</p> <ul style="list-style-type: none"> Provide for the pupils' welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils, use of basic first aid with the support of trained staff, and intimate care. promote inclusion, act as a role model, be fully aware of individual needs and respond to them. encourage pupil interaction and engagement with teacher led learning activities. liaise and discuss with the class teacher as to the planned programmes of work for the session and/or the day to keep in general dialogue with the class teacher/SENCo as to the pupil's progress and/or perceived difficulties with any given learning objectives. (Via completion of the feedback sheet) prepare and routinely maintain classroom/individual materials/resources/displays, assist pupils in their use, clear up afterwards and display pupils' work. support and supervise pupils in lessons in relation to local and national learning strategies e.g., literacy, numeracy, key stage tasks, ICT, formative assessment to promote learning. be aware of pupils' challenges (learning problems) and achievements and report to teacher as appropriate. support the teacher/SENCo in managing behaviour, report difficulties, log difficulties as appropriate. supervise pupils at break and lunchtimes, assisting with preparing for lunch through handwashing, etc. prepare and clear away activities, undertake playground/wet play supervision, taking the opportunity to promote learning through activities and games, participating as necessary. undertake pupil record keeping, gather and report information from and to parents/carers as required. Support behaviour management in the school through recognising and celebrating good behaviour, challenging, logging, and reporting poor behaviour (including discriminatory behaviour)/sanctions according to school procedures. provide clerical and administrative support e.g., photocopying, typing, filing, collecting money etc. 		



	<ul style="list-style-type: none">• contribute to the overall aims and targets of the school, appreciate, and support the roles of other members of the team and attend relevant meetings as required.• display a commitment to the protection and safeguarding of children, young people and vulnerable adults, and the inclusion and diversity to ensure that individual has equal access to opportunities to learn and develop• comply with school policies and procedures including those relating to child protection, health, safety, welfare, security, confidentiality, and data protection, reporting any concerns to the appropriate person.• Where safety of pupils is at risk, assess the situation, take appropriate remedial action, and escalate quickly if required.• be aware of and take part in the school's performance management framework, line manager meetings and participate in training and development activities as required.
Other requirements and responsibilities	<p>Level of DBS required: Enhanced with Children's Barring List</p> <p>Provide first aid as required and in line with training provided</p> <p>Provide intimate care for children as required and in line with training provided</p>
Structure chart	<div><div>Headteacher</div><div>Teaching Assistant</div></div>



Person Specification

Role	Teaching Assistant	School/Department	Great Hollands Primary School
Grade	Grade 3	Job evaluation code	GHP003a
Qualifications, training and education	<ul style="list-style-type: none"> NVQ Level 2 / CACHE Level 2 Certificate or equivalent NVQ Level 2 or equivalent in English and Maths 		
Experience	<ul style="list-style-type: none"> Knowledge of Foundation, KS1 and KS2 school curriculum Some experience of working with children with additional needs is desirable but not essential 		
Skills and abilities	<ul style="list-style-type: none"> Good questioning skills Good observation and assessment skills Understanding of open-ended questioning and investigative work Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale Calm under pressure, adaptable A caring and positive attitude, a good listener and sensitive to pupils needs Positive behaviour management Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) Enjoy working and being with children and young people Good interpersonal and communication skills at all levels, written and verbal, with colleagues, outside agencies and children Good organisational and planning skills, able to manage own time, prioritise and meet deadlines Reliability Tact, sensitivity, and diplomacy Confidentiality Able to contribute and work effectively as part of a team Pro-active, flexible, and adaptable Good attention to detail Able to show initiative and work independently as required Commitment to the wellbeing and safety of all children A willingness to learn and develop personal skills A sense of responsibility and ownership 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>Safeguarding responsibilities</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	