



## All Saints CE Primary School and Nursery

### Job Description

<b>Job Title:</b> Teaching Assistant	<b>Grade:</b> 3
<b>School:</b> All Saints CE Primary School	<b>Spine Point:</b> 5-6
<b>Reports To:</b> Class Teacher	<b>FTE Salary:</b> £23,500-£23,893
	<b>Actual Salary</b> Dependant on days / hours worked
<b>Employment Status:</b> Fixed Term until 31.08.24	
<b>Pattern of Work:</b> Part Time/Full Time - Term Time only	
<b>Actual Hours:</b>	
<b>Job Purpose:</b>	
To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.	
<b>Departmental/Team Purpose:</b>	
The purpose of the school is to meet the educational needs of children and young people within the local community.	
<b>Organisation Chart:</b>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Key Stage Leader</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Class Teacher</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Teaching Assistant</div>	

## Scope

### Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

### Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

### Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

## Summary of Main Contacts.

- Teachers
- Pupils
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

## Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

## **Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

1. Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills.
2. To work with the class teacher and help deliver the specific programmes to small groups of children or an individual child.
3. To aid the teacher in classroom discipline reinforcing the school's standards of behaviour and tidiness within the classroom.
4. Work with and supervise small groups of children using ICT equipment/software, where needed.
5. Accompanying groups or individuals around school e.g. library, swimming pool, assembly.
6. Regularly report back to the teacher on pupil's progress and areas of concern.
7. Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher.
8. Prepare class lists, worksheets and carry out general administration tasks i.e. photocopying and maintain class records at the request of the class teacher.
9. Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment.
10. First Aid and/or lunchtime/break time playground supervision if required.
11. Attend staff training, TA school meeting and school educational trips as appropriate.

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p><b>Knowledge/Qualifications:</b></p> <ul style="list-style-type: none"><li>▪ NVQ(National Vocational Qualification Level 2 /3 CACHE Level 2/3 Certificate or equivalent qualification.</li><li>▪ Good standard of general education e.g. GCSE English, Mathematics and Science</li></ul>
<p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"><li>▪ Knowledge of the national school curriculum advantageous</li><li>▪ Good questioning skills</li><li>▪ Good observation and assessment skills</li><li>▪ Ability to work within a team working environment and also able to work independently</li><li>▪ Excellent communication and interpersonal skills</li><li>▪ Confidentiality at all times</li><li>▪ An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li></ul>
<p><b>Experience:</b></p> <p>Experience of working with children and particularly children with special educational needs is preferable, but not essential.</p>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"><li>▪ Calm under pressure, adaptable and energetic</li><li>▪ A caring and positive attitude</li><li>▪ A good listener and sensitive to pupils needs.</li><li>▪ A sense of responsibility</li><li>▪ Positive behaviour management</li><li>▪ A good sense of humour</li><li>▪ Flexibility and use of initiative is very important</li></ul>
<p><b>Special Factors:</b></p> <p>Responsibility for needs of a named child where required.</p>