Job Title: Teaching Assistant KS1

Grade: BB1 Point 6

Hours: 32.5 Hours per week   
6.5 hours per day  
8.30 to 3.30   
Term Time Only 40 Weeks per year

Actual Salary: £12,269 per annum

Reports to: Headteacher/Deputy Headteacher/Class Teacher

Main Purpose of the Job:

To support the classroom teacher with their responsibility for the development of pupils’ learning, the provision of care and the management of pupils’ behaviour under the guidance of teaching staff/senior colleagues.

To assist with first aid and other health related support, including associated administrative tasks for the school.

Support for the Pupils

1. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
2. Establish constructive relationships with pupils and interact with them according to individual needs.
3. Encourage pupils to interact with others and engage in activities led by the teacher.
4. Set challenging and demanding expectations and promote self-esteem and independence.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning and delivery of learning activities.
4. Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed and provide regular feedback.
5. 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.
6. Establish constructive relationships with parents/carers
7. Support teaching /senior staff with routine administration, e.g. photocopying, typing, filing, money, administration of coursework etc.

Support for the Curriculum

1. Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Assist and support with the implementation of programmes linked to local and national learning strategies in literacy, including phonics, and numeracy in KS1, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
4. 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

1. 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.
2. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times as required.
8. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

General

This is a description of the main duties and responsibilities of the post. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties under the direction of the Head Teacher.

Participate in training and other learning activities and performance development as required.

Enhanced DBS Check: St Andrew’s Primary School is committed to safeguarding and promoting the welfare of children and young people. All school posts are subject to an enhanced DBS check.

Promote and safeguard the welfare of children and vulnerable people that you are responsible for or come into contact with.

To contribute to the overall ethos/work/aims of the school.

**PERSON SPECIFICATION**

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| Job Title: | Teaching Assistant |
| Grade: | BB1 Point 6 |
| Reports to: | Headteacher/Deputy Headteacher/Class Teacher |

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| **KNOWLEDGE, TRAINING AND EXPERIENCE** |
| * Educated to GCSE Grade A – C in English and Mathematics or equivalent (**E**) * Good understanding of KS1 Maths and English and able to support the KS1 children * Experience of working or volunteering with children (**E**) * Understanding of the national curriculum and relevant school policies (**E**) * Basic IT skills, such as internet browsing and accessing email (**E**) * Knowledge and understanding of relevant school policies and procedures such as safeguarding, health and safety, positive handling, managing behaviour, equal opportunities and school attendance (**E**) * Age appropriate First Aid qualification (**T**) * NVQ2 in Supporting Teaching in Learning and may be working towards NVQ3 (**D**) * May undertake First Aid training as required   E=Essential/D=Desirable/T=Training Given |
| **SKILLS**  **Planning, organising and controlling skills**   * Carry out a range of duties that are specific in nature, for example preparing the classroom or resources for an activity, recording basic pupil data, displaying pupils work * Implement planned leaning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate * Provide first aid, health related support to pupils, together with the associated administrative tasks, for example, administering first aid, ordering and ensuring first aid and medical supplies are maintained, liaising with pupils and parents/carers * Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require carrying out medical procedures and administering first aid for which training will have been given and parental/carer permission has been granted. |
| **Communication and influencing skills**   * Build and maintain effective working relationships with pupils, parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided. * Provide routine information to colleagues, parents/carers within defined guidelines * Use language and concepts appropriate to the child’s age, stage of development, and culture * May demonstrate own duties to new staff |
| **Initiative and Innovation Skills**   * Under direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within learning environment with teacher present * Work within and comply with a range of school policies and procedures, including safeguarding, child protection, health and safety, equal opportunities, behaviour, confidentiality and data protection * Use initiative and make decisions to:  1. Provide teacher with feedback on pupil progress, achievements and problems 2. Support teacher in managing behaviour 3. Carry out structured and agreed learning activities and teaching programmes, amending approach according to pupil progress 4. Assist with supervision of pupils outside of lesson times, such as playtime and lunchtime |