

Job Description

Job Title:	Teaching Assistant		
School:	Greenhill Primary School		
Grade:	B1	JE Ref:	TA 02
Responsible to:	Line Manager and Senior Staff		
Responsible for:	n/a		
Safeguarding:	This post is subject to an enhanced Disclosure and Barring Service background check		

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Responsibilities

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions

- To support pupils in respect of local and national learning strategies - English, Maths, KS1 & 2, early years, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime, working as part of the lunchtime team.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To treat all information relating to families as confidential.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake training to administer first aid, as required.
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

- The post is currently based at Greenhill Primary School
- The school has level access
- This post is subject to an enhanced Disclose and Barring Service check.
- The school operates a non-smoking policy.

Economic conditions

Grade:	B1
Annual Leave:	Term time only working
Hours:	32.5 hours per week
Conditions of Service:	NJC Conditions apply

Prospects**Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Basic literacy and numeracy skills (GCSE or equivalent)

Teaching Assistant qualification

Job Description Prepared / Reviewed by:

Claire Barraclough –Admin assistant 23/05/23

Job Description Approved by:

Matt Dawson – Headteacher 23/05/23

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		A & I
Ability to relate well to children and adults	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Understanding of appropriate behaviour management strategies	*		
Understanding of Safeguarding in school; Health and Safety and Data Protection	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively with a team, understanding appropriate roles and working in a positive manner to overcome challenges	*		A & I
Participate in development and training opportunities	*		A & I
Completion of DfES Teacher Assistant Induction Programme		*	A & C
Basic literacy and numeracy skills (GCSE or equivalent)	*		A & C

EXPERIENCE	Ess	Des	MOA
Experience of working with children in an educational setting (paid or voluntary)	*		A & I
Experience of working with children with special educational needs	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Enthusiasm, dedication, common sense and a love of children	*		I
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of school's aims and objectives	*		I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I

METHOD OF ASSESSMENT (MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate