



PALACE FIELDS PRIMARY SCHOOL TEACHING ASSISTANT

JOB DESCRIPTION

Key Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To lead and maintain positive and enjoyable break times/lunchtimes for pupils including organising and participating in physical games and activities.

Specific Duties and Responsibilities

1. Support for Pupils

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the support plans for pupils
- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To participate in pupils' play and extend and stimulate language through conversation

2 Support for Teachers

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- In class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide minimal clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc

- To work with an established discipline policy to anticipate and manage behaviour
- constructively, promoting self-control and independence.

3. Support for the Curriculum

- To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

4. Support for the School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required
- To supervise pupils in enrichment/playtime activities during scheduled breaks in the school day
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

GENERAL

- You may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post

PERSON SPECIFICATION

E = Essential, D = Desirable

SKILLS

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities E
- Ability to build effective working relationships with all pupils and colleagues E
- Ability to promote a positive ethos and role model positive attributes E
- Good personal numeracy and literacy skills
- Ability to build effective relationships with parents/carers E

KNOWLEDGE & UNDERSTANDING

- Awareness and basic understanding of school curriculum (within specified age range or subject area) E
- Basic awareness of inclusion, especially within a school setting E
- Understanding of basic technology - computer, video, photocopier D
- Experience of working with &/or caring for children (within specified age range). E
- Above within an educational setting D

QUALIFICATIONS

- Hold at least a level 3 Teaching Assistant Qualification E
- Willingness to participate in relevant training and development opportunities E
- Willingness to undertake appointed person certificate in first aid administration. D

PROFESSIONAL VALUES AND PRACTICE

Must be able to demonstrate all of the following:

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
- Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.