

# Job Description



<b>Post title</b>	Teaching Assistant
<b>Job Evaluation</b>	No
<b>Grade</b>	Grade 2 (£24, 027 to £24, 404 pro rata)
<b>Service</b>	Schools
<b>Service area</b>	Belmont Cheveley Park Primary School
<b>Reporting to</b>	The postholder will be accountable to the Headteacher and the Governing Body of the school
<b>Location</b>	Your normal place of work will be Belmont Cheveley Park Primary School, Scardale Way, Belmont, Durham, DH1 2TX
<b>Disclosure and Barring Service (DBS)</b>	This post is <b>subject to an Enhanced Disclosure</b>

## Description of role

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for pupils.

To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

## Duties and Responsibilities

### Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures
- Support pupils to understand instructions, support independent learning and inclusion of all pupils;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher;
- Support the work of volunteers and other teaching assistants in the classroom;
- Support the use of ICT in the curriculum;
- Assist in escorting and supervising pupils on educational visits and out of school activities where appropriate;

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a supervisory assistant;
- Support children's learning through play and planned learning activities;
- Maintenance of a clean, safe and tidy learning environment;
- Support pupils in developing and implementing their own personal and social development;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide emergency basic first aid if appropriate, ensuring timely referral to health professionals where necessary.
- Prepare and present displays

### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff, and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

## Person Specification

Attributes	Essential	Desirable
<b>Comply with DfE/LA Requirements</b>	<ul style="list-style-type: none"> <li>Supporting Teaching and Learning Entry Level 1 <b>OR</b></li> <li>GCSE in English and Mathematics A* to C <b>OR</b></li> <li>Relevant equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Teaching and Learning Entry Level 1</li> <li>Additional relevant training e.g. SEND</li> <li>Current First Aid certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Current or recent experience working within a school environment</li> <li>Current experience of working with individuals, groups</li> <li>Experience in using a variety of positive behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with SEN children and/or in Early Years classrooms</li> <li>Experience of working with children with general and specific learning difficulties</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to relate well with children and adults</li> <li>Demonstrate an ability to use skills, expertise and experience to work independently to support pupil learning with individual children, or small groups</li> <li>Good written and oral communication skills</li> <li>Ability to work flexibly either on own or as part of a team</li> <li>Enthusiasm and ability to use initiative</li> <li>Use ICT effectively to support teaching and learning</li> <li>A willingness to work co-operatively with a wide range of professionals</li> <li>Willingness to undertake further appropriate training as required by Senior Management Team</li> </ul>	<ul style="list-style-type: none"> <li>Ability to contribute to meetings and liaise with other agencies</li> <li>Willingness to attend to the medical needs of individuals following appropriate training</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Approachable manner, reliable, conscientious, articulate</li> <li>Sensitive to the needs of vulnerable children and their parents</li> <li>Commitment to achieve high standards and to continuing personal and professional development</li> <li>Enthusiasm and drive.</li> <li>Calm and positive approach</li> <li>Good health and attendance record</li> </ul>	