

**Teaching Assistant Job Description**

At Winton Primary School our mission is to inspire, motivate and challenge all children so that they become confident, caring, and lifelong learners. We are looking for an enthusiastic and passionate Teaching Assistant to share our vision in all they do.

**Job Purpose**

To support the class teacher in providing a high-quality learning experience, delivering fun and engaging lessons, ensuring all pupils have the opportunity to achieve their full potential.

To work closely with the teacher to assist with classroom activities, support individual or small groups of pupils, and ensure a safe, engaging, and inclusive learning environment.

To provide practical support for the class teachers by building great relationships with all pupils, giving appropriate comfort and care as directed.

**Key responsibilities**

* Assist the teacher in planning and delivering lessons, setting out and adapting learning materials for individuals or small groups, including the cleaning & tidying of equipment (reporting any damage/loss to the teacher).
* Encourage positive behaviour and assist in promoting a respectful, supportive classroom/school culture where every child is valued, included, and encouraged to build confidence and independence.
* Supervise pupils during activities, breaks, and transitions between lessons, ensuring their safety and well-being.
* Work with pupils on a one-to-one or small group basis to reinforce lessons and provide additional learning support.
* Help pupils as directed by the teacher with activities that develop literacy and numeracy skills.
* Prepare and maintain learning resources and materials for lessons.
* Help with the assessment of pupil’s progress, assisting with the maintenance and storage of records and providing feedback to the teacher - including providing relevant information for records and reports.
* Monitor and record pupil responses to activities and give regular verbal/written feedback to the teacher including when there are difficulties in supporting the learning activities.
* Provide support to pupils in the use of ICT under the direction of the teacher and check the availability and location of safety equipment.
* Assist with tasks such as photocopying, filing, and setting up/creating classroom displays to support the teacher in maintaining a quality learning environment.
* Report accidents or uncharacteristic behaviours and signs of conflict to the teacher/appropriate member of staff.
* Role model, encourage and respond to pupils appropriately, to keep them on task by using praise, commentary and assistance, creating a positive and nurturing classroom environment.
* Organise, escort and supervise pupils with out-of-school activities.
* Provide comfort and immediate care for minor accidents, upsets, ailments and personal care to include cleaning at times.
* Attend meetings, training, and professional development sessions as required.

The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Senior team/Line Manager.

 **Person Specification – Teaching Assistant**

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| **Criteria** | **Essential** | **Desirable**  |
| **Qualifications and Experience** | * Experience of caring and supporting the needs of others, in a work or personal setting (preferably with children)
* Very good literacy and numeracy skills
 | * Experience of working as a Teaching Assistant in a school
* NVQ Level 2 (or equivalent) in Childcare/ Teaching Assistant course
* Good understanding of child protection practice
* Knowledge of child development and basic educational principles.
* Understanding of how to promote good behaviour through positive reinforcement strategies
* Understanding of the importance of developing the ‘whole child’
* First Aid qualification (or willingness to undertake training)
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| **Skills and Knowledge** | * Good communication and interpersonal skills
* Experience of building positive relationships
* Ability to work as part of a team, sharing ideas and expertise
* Ability to show initiative, responding positively and sensitively to a range of situations
* Good organisational / time management skills
 | * Familiarity and basic competency with IT
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| **Personal Qualities**  | * Willingness to work with children with a range of needs
* Patience, flexibility, and a calm demeanour in challenging situations
* A passion for supporting the learning and development of children.
* A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
* A creative, flexible, imaginative, sympathetic and enthusiastic individual
* High expectations for children’s attainment and progress
* Commitment to maintaining confidentiality
* Commitment to safeguarding and promoting the welfare of children.
* Resilience – tomorrow is a new day with new opportunities
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