



# *The* Hawthorns Primary School

## Teaching Assistant Job Description

### Job details

**Salary:** NJC Scale 3 [salary range: points 5-6]

**Hours:** 32.5 hours per week, 5 days a week [8:30am to 3:30pm]

**Contract type:** Permanent, term time only

**Reporting to:** Class Teacher

**Responsible for:** Supporting teaching and learning of all children

### Main purpose

Responsible for motivating and supporting all children with their learning, including those with special educational needs, under the direction and guidance of class teachers and the SENDCO. To provide for the social, educational and welfare needs of all children.

### Duties and responsibilities

- To support and uphold the school's vision and values
- To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
- To run a range of interventions to support individuals and small groups
- To prepare materials and resources to support individuals, small groups and whole class activities
- To work with children on individual targets in reading, writing and maths
- To support children's emotional development and resilience when approaching learning tasks
- To support children's behaviour in line with the school's vision, values and positive behaviour policy
- To assist with children at the beginning and end of the day and in the playground as required
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school tidy and in good order
- To implement and promote the school's equal opportunities policies at all times and to value diversity
- To support the school's wide range of extra-curricular activities; including helping to run a club

### **To support the teachers including the following:**

- To report back to class teachers and the SENDCO on the progress of children in reading, writing and maths, keeping written records as necessary
- To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the SENDCO
- To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children
- To implement strategies, programmes of work and resources under the guidance of the SENDCO and class teachers
- To assist with the planning, coordination and assessment of children's individual targets and plans, taking into account the recommendations and guidelines set out in the child's Educational Health and Care Plan
- To make ongoing notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews

### **General**

- To attend relevant in-service and external training as and when required
- To attend and contribute to all school meetings as directed by the Headteacher
- To administer first aid or carry out simple medical procedures in line with school guidelines
- To develop activities to promote social interactions between pupils during break times
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

### **Other areas of responsibility**

- To oversee the organisation of resources for a named curriculum area working in partnership with the subject leader.

**The Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.**

**Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.**

# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 / CACHE Level 2 Certificate or equivalent or relevant experience</li> <li>• Good standard of general education e.g. GCSE English, Mathematics and Science</li> <li>• HLTA Status would be desirable.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with primary aged children in an educational setting</li> <li>• Experience of supporting children with a range of special educational needs</li> <li>• Experience of teaching small groups of children and some experience of whole class teaching</li> <li>• Experience of communicating with a wide range of people from different backgrounds</li> <li>• Experience of record keeping</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of the national curriculum</li> <li>• Understanding of the educational welfare and social needs of children</li> <li>• Working knowledge of implementing interventions to support children with special educational needs</li> <li>• Basic knowledge of IT to effectively support the children</li> <li>• Understanding of the issues around safeguarding, confidentiality and behaviour in a school setting</li> <li>• knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development</li> <li>• Proven written and oral communication skills</li> <li>• Numeracy and literacy skills to effectively support the pupils with their learning</li> <li>• Good questioning skills</li> <li>• The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team</li> <li>• Excellent communication and interpersonal skills</li> <li>• The ability to work with a range of professionals from external agencies</li> <li>• The ability to remain calm in challenging situations and to ask for help when needed</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to uphold the school's vision, values and staff code of conduct</li> <li>• A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.</li> <li>• A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner</li> <li>• A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required</li> </ul>