



Job Description

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| Job Title | Teaching Assistant |
| Pay scale | Southend Level 4 SCP 6 |
| Location | Temple Sutton Primary |
| Responsible to | Class teacher and members of SLT |
| Purpose | <p>To support the education and welfare of pupils as directed by the class teachers/line manager, having due regard to the school's aims, objectives, schemes of work, policies and relevant national requirements. To share in the corporate responsibility for the well being and discipline of all pupils.</p> <p>To be responsible for classes of children, smaller groups and individuals as required.</p> |
| Job context | |
| Responsibilities | <ul style="list-style-type: none">● To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by the class teacher.● To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to the class teacher.● To give oral and written feedback to pupils on their attainment in order to promote further progress.● To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.● To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.● To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.● To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.● In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.● Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions.● On occasions to take the responsibility of a class of pupils for a fixed period of time.● To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs. |



- To use a range of supporting techniques, including computers and other resources and consider in consultation with the teacher when and how to deploy them.
 - To work as required on a 1:1 basis with children who have specific SEND needs.
 - Under the direction of appropriate professionals and, after adequate training, to assist in meeting a particular pupil's needs e.g. physical development, speech/language development and medical needs identified in an approved care plan agreed by parents. The scope of these duties are that which would generally be carried out by a parent. This excludes the medical procedures spelt out in point 23.
 - After adequate training to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate whilst encouraging independence wherever possible. This excludes the medical procedures listed below.
 - To promote and maintain classroom resources, displays and classroom layout in consultation with the teacher.
 - To help train pupils in the individual and collaborative study skills necessary for learning.
 - To work alongside other adults, including teachers, trainee teachers and other support staff.
 - To supervise pupils during breaks and /or lunchtime.
 - To maintain confidentiality at all times with regard to both supported pupils and the wider school.
 - To take part in in-service training, relevant performance management arrangements and other meetings as directed in normal contracted working hours; to be conversant with school policies and procedures.
 - Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
 - Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
 - To undertake SEN tasks of tube feeding, urinary catheterisation, suction and postural drainage, nebulised medication, rectal medication and replacement of tracheostomy tubes based on pupil need. If this task is required, an additional allowance will be payable.
- **Duties in relation to teaching and learning:**
- To work collaboratively with colleagues and carry out your role effectively, knowing when to seek help and advice.
 - To work within a framework set by the teacher, plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.
 - Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
 - Support teachers in evaluating pupils' through a range of assessment activities.
 - Monitor pupils' participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn.
 - Contribute to maintaining and analysing records of pupils' progress.
 - Assist in managing pupil data by gathering information, inputting data and considering results.



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| | <ul style="list-style-type: none">● To use clearly structured teaching and learning activities that ensure you maintain interest and motivate pupils and advance their learning.● Promote and support the inclusion of all pupils in the learning activities in which they are involved.● Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher may not be present.● To work as required as a 1:1 with children who have specific SEND needs.● To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures.● To organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.● Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher. |
| Key strategic responsibilities | |
| Key leadership responsibilities | |
| Key management responsibilities | |
| Key teaching and learning responsibilities | |
| Key safeguarding responsibilities | |
| Line management responsibilities | |
| General responsibilities | <p>All employees are expected to:</p> <ul style="list-style-type: none">● Undertake any training commensurate with the post.● Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.● Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p> |



Person Specification

| Attributes | Essential | Desirable | Evidence |
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| Qualifications | Minimum of GCSE level 4 in English and Maths | Evidence of further education or training First Aid qualifications would be ideal but the school will provide training if required. | Qualifications/test |
| Professional Experience and Knowledge | Experience of working in a primary school or other related setting. | <p>Able to demonstrate experience of dealing sympathetically and constructively with other adults.</p> <p>Able to demonstrate experience of advancing pupils' learning in a range of settings.</p> <p>Able to demonstrate experience of working alongside pupils with SEND</p> <p>Demonstrate an understanding of the place of the school in educating children and in promoting the spiritual, moral, social and cultural development of pupils from a multicultural community.</p> <p>Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff and pupils.</p> <p>To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing frameworks in the subjects and age ranges in which you are involved.</p> <p>To know how to use ICT to advance pupils' learning and can use common ICT tools for your own and pupils benefit.</p> <p>To be able to use a range of strategies to establish a purposeful learning environment and to promote good behaviour.</p> <p>High expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic</p> | Interview |



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| | | <p>backgrounds and are committed to raising their educational achievement.</p> <p>Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils, including bilingual English learners and pupils with special educational needs.</p> <p>Understanding of issues relating to health and safety in a school environment.</p> <p>Ability to act quickly and responsibly in the event of accidents or unacceptable behaviour or disruption by pupils.</p> | |
| Personal aptitude, qualities and skills | <p>Commitment to The Equal opportunities practise throughout the school including the Authority's policy of inclusive education.</p> <p>Demonstrate an understanding and commitment to the importance of widening the experiences of our pupils wherever possible. This includes taking part in educational visits.</p> | | Interview |