

Allesley Hall Primary School

Job Description for Teaching Assistant



Grade: Grade 3 (£19,264 - £20,444) pro rata

Hours: 35 hours per week, 39 weeks (Monday – Friday 08:30am – 4.00pm)

Contract Type: Permanent

Start Date: September 2023

This job description may be amended at any time, following consultation between the Head teacher and the Post-holder. It will be reviewed annually.

Core Purpose

As a Teaching Assistant at Allesley Hall Primary School the core purpose of the job is to assist and support Classroom Teachers with the education of children in our School.

Duties and Responsibilities

1. Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities and use of information technology as appropriate.
2. Prepare, display and mount work, set out equipment/materials under the direction of Class Teachers.
3. Support the Class teacher with ongoing assessments and tracking of progress of children's learning.
4. Make and maintain teaching aids and equipment, for example undertake simple repairs to books and equipment.
5. In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state and that equipment and materials are stored correctly.
6. Provide physical care and attention for personal needs, including care of children who are sick and escorting sick children home with another member of staff when necessary.
7. Provide personal care and attention to children including the changing of nappies and clothing when necessary.
8. Undertake supervision of children in the playground and dining room as determined by the Head Teacher.
9. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children.
10. Assist with tasks in respect of classroom activities as required including maintaining library books records; collection and recording of monies e.g. school outings, maintaining classroom supplies and general classroom duties such as photocopying, filing etc.
11. Assist Class Teachers in preparing and supervising outings and visits as required.
12. Assist Class Teachers in supporting volunteer helpers and students in the classroom.
13. Assist Class Teachers in supporting Home/School Links initiatives.
14. Attend staff meetings and parent's evenings as necessary.
15. Assist supply staff with daily classroom routine as determined by Class Teacher.

- 16. To attend planning meetings when required.
- 17. To pro-actively engagement with professional development opportunities.
- 18. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School and Councils Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Schools Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).

Responsible for: n/a

Responsible to: Head Teacher

Agreed by..... Date

Principal..... Date

Review date: This job description will be reviewed in September 2023 but may be reviewed before this date should the duties change.

Allesley Hall Primary School

Person Specification for Teaching Assistant

	Essential	Desirable	Evidence
Qualifications/Education:			
GCSE's – Maths and English or relevant Apprenticeship	✓.		A
Knowledge, Skills & Experience:			
An understanding of the needs and characteristics of young children	✓.		AI
Some understanding of child development and the way in which children learn	✓.		AI
An understanding of the roles played by various adults in children's education	✓.		AI
An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities	✓.		AI
To effectively use ICT and use of other equipment – basic IT programmes, email, video, photocopier	✓.		AI
An ability to relate well to children and adults	✓.		AI
To work constructively as part of a team	✓.		AI
Ability to self-evaluate learning needs	✓.		AI
Experience of working with children of relevant age or with specific special needs	✓.		AI
Personal Qualities:			
Passionate about positively impacting children's education	✓.		AI
Comfortable dealing with parents, staff and children at all levels	✓.		AI
Proactive and Positive	✓.		AI
Collaborative, works well in a team	✓.		AI

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the school and councils Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Allesley Hall Primary School and Coventry Council Equal Opportunities

Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).