

JOB DESCRIPTION

School: CAVERSHAM PRIMARY SCHOOL	Department/Division: DECS
Post Reference No:	Location:
Job Title: TEACHING ASSISTANT	Grade/Salary Range: RG3m sp 5-11 (JE Code: T1184)

JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for named pupils. Work may be carried out in the classroom or outside the main teaching area.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Classroom Assistant working within a specific curriculum stage. NVQ 2 for Teaching Assistants or equivalent qualifications or experience.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

Below Gateway

- Encourage pupils to interact with others and engage in activities led by teacher
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Support pupils in lessons
- Take responsibility for specific activities/specific areas of the playground
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Delivery of learning, care or support pre-determined programmes

Above Gateway

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

SUPPORT FOR TEACHERS

Below Gateway

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Establish constructive relationships with parents/carers
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with

- established policy and encourage pupils to take responsibility for their own behaviour
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Monitor pupils' responses to learning activities
- Provide feedback to teachers on pupils achievement, progress, problems etc
- General admin/technical support where some technical or specialist knowledge required
- Preparation and maintenance of resources

Above Gateway

- Communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils

SUPPORT FOR THE CURRICULUM

Below Gateway

- Implement literacy and numeracy programmes

Above Gateway

- Contribute to and initiate agreed learning activities to support the development of literacy and numeracy skills

SUPPORT FOR THE SCHOOL

Below Gateway

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Able to work flexible responding to changing workloads

Above Gateway

- Administer routine tests and invigilate exams and undertake routine marking of pupils' work

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post ?

ENHANCED

What Level H&S Responsibilities are applicable to this post?

LEVEL 1/2

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DECS
Job Title: -Teaching Assistant	Post Reference No: CTA 1

Qualifications/Education/Training

1. A good standard of education.
2. First Aid qualification, Desirable

Experience:

Experience and knowledge;

1. Previously worked in the school environment
2. Previously worked with individual children on a one to one basis to help overcome learning issues or difficulties integrating into a social situation
3. NVQ2 for Teaching Assistants or equivalent qualifications or experience

Skills and Abilities:

1. Good communication skills required in order to develop good relationships with staff, children and parents.
2. Ability to handle challenging situations.
3. Must enjoy working with children.

Specific Working Requirements: