

**Derwent Primary School**

**JOB DESCRIPTION: Teaching Assistant**

**Job Purpose:**

To support the learning needs, care and wellbeing of pupils throughout the school. To support the emotional, behavioural and pastoral needs of all pupils, including children with Special Educational Needs (SEN). To support and lead learning for individual pupils and/or groups of pupils across the curriculum to accelerate their learning, under the instruction of teaching and senior staff.

**Main Duties and Responsibilities:**

* To support children who stay over lunchtime.
* To work alongside the class teacher to support the development, planning, implementation and evaluation of the learning.
* To contribute and use own initiative to prepare the indoor and outdoor learning environment.
* To observe children’s learning, accurately link this to assessment and record it on ‘Tapestry’ or ‘Dojo’.
* To identify gaps in learning and liaise with the class teacher to inform planning.
* To participate in the delivery of local and national initiatives.
* To monitor and contribute to the assessment and recording of the child’s development.
* To participate in INSET days and all school events within normal working hours.
* To commit to continuing personal / professional development and participate in internal / external training events.
* To promote the ethos of the school.
* To carry out any reasonable duties within the overall function that equates to the grading and level of responsibility of the job.
* To contribute to the planning and preparation of school activities and visits.
* To contribute to meetings with parents/carers and other professionals.
* To contribute to the development and delivery of multi-element plans.
* To promote development and learning in the areas of physical, emotional, academic and social education.
* To assist in the general care, comfort and well-being of the child.
* To assist children with language development, particularly oral language, storytelling and reading, mime and music work.
* To assist with the personal hygiene, toileting, mobility and social skills training within school, including undertaking personal care for children when required.
* To develop good relationships with children, parents and other professionals.
* To prepare support materials including photocopying and displays.
* To supervise children during the school day both inside and outside of the classroom.
* To act in accordance with school policies, procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.

**Other Information:**

The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**PERSON SPECIFICATION**

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| **Skills / Experience** | **E= Essential**  **D=Desirable** | **Tested by** |
| NVQ Level 3 Childcare qualification or equivalent | D | Application Form |
| Experience of successful working with primary aged children on an individual and group basis in supporting their learning and development | E | Application Form/Interview |
| Experience of working with children with SEBD/SEND/individual learning needs. | D | Application Form/Interview |
| Proven track record of achieving positive outcomes for pupils | E | Application Form/Interview |
| Ability to use own initiative | E | Application Form/Interview |
| Excellent interpersonal and communication skills with pupils, parents/carers and colleagues | E | Application Form/Interview |
| Ability to develop effective working relationships with pupils, parents/carers, colleagues. | E | Application Form/Interview |
| Ability to work as part of a team and contribute to wider school goals. | E | Interview |
| Ability to demonstrate:   * positivity and confidence; * confidentiality and discretion; * a calm and supportive manner; * flexibility. | E | Application Form/Interview |
| Good organisational and planning skills | E | Application Form/Interview |
| Demonstrate proficiency in the use of ICT packages including Microsoft Office | D | Application Form/Interview |
| A good level of literacy and numeracy skills | E | Application Form |
| At least a GCSE Grade C or equivalent in English and Maths. | D | Application Form |
| Commitment to continued professional development | E | Application Form/Interview |
| Knowledge of safeguarding procedure and protocols and experience of following them | E | Application Form/Interview |
| The ability to converse at ease with members of the public and provide advice/information in accurate spoken English | E | Interview |