Teaching Assistant
Job Description 2023

Grade: Scale 5
Hours: 8:30 – 12:30 or 12:50 (dependent upon Key Stage)
Line Manager: Class Teacher / Assistant Heads / Headteacher

Purpose of the job:

- To work in partnership with and support the teaching staff, principally in connection with the care and education of pupils.
- To be a positive team member, contributing to the well-being and life of the whole school community.
- To occasionally supervise or cover the whole class e.g. for the first day of a teacher's absence.
- To support the inclusion and well-being of all pupils.

Duties and responsibilities:

- Take responsibility for delivery of learning activities with small groups who would benefit from a different learning approach, as agreed.
- Support children's use of basic language skills, developing vocabulary in all areas of the curriculum and encourage questioning.
- Carry out learning activities, as designed through joint planning with the teacher.
- Assist children in safe use of equipment with due regard to health and safety.
- Support classroom routines and establish a caring ethos and safe environment for the children.
- Assist children during creative and practical activities e.g. ICT, art, design technology, cookery, science investigation and other activities appropriate to the year-group.
- Actively encourage children's independence, self-help skills and resilience.
- Discuss with the teacher ways of working with the children that enables them to develop their full potential.
- To attend and contribute to relevant planning and team meetings.
- Make observations and keep notes on children's performance, liaising with the teacher about their progress. Keep assessment files up-to-date.
- Preparing and replacing materials in liaison with the class teacher and other admin tasks.
- Promote good practice both through presentation of children's work in displays and in interactive displays that encourage questioning and vocabulary.
- Helping establish harmonious relationships with parents and carers.
- Offer comfort and support to children who are distressed, unwell or unsettled.
- To support children on school visits, trips and out of school activities as required.
- To participate in training opportunities and performance management as required.
- To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To supervise children in the playground on a rota basis.
- To respect and value the strengths of your colleagues to enable you to create an enabling learning environment.
- Undertaking any other broadly analogous duties which may be allocated by the Headteacher.

Teaching Assistant
Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	Successful experience as a teaching assistant	Have held a position as a teaching assistant in a primary school or nursery setting for two years or more
QUALIFICATIONS	5 GCSEs, including English and Maths GCSE grades A - C	Any other additional childcare qualifications GNVQ Level 3 or equivalent qualification Up-to date First Aid training or a willingness to undertake training
SKILLS	Ability to support learning in school including early reading, writing and maths Ability to work as part of a whole school team Ability to work on own initiative Ability to stay calm in all situations	Good ICT skills
DISPOSITION	Friendly, calm, with a sense of humour Tolerant, patient understanding that children have individual styles of learning and needs Motivated by the desire to work with children and watch them learn Ability to form sound relationships with staff, parents and children Ability to multi-task	Confident to offer suggestions that develop learning activities
OTHER FACTORS	A commitment to and an understanding of Hounslow's Equal Opportunities policy Willingness to conform to policies and practices promoted by the school	

Candidates will only be considered if they meet the essential requirements of this person specification