



HACKNEY NEW PRIMARY SCHOOL

Job Description - Teaching Assistant

Timings: 36.5 hours per week

Term Time Only

Purpose:

- To work under the guidance/instruction of teaching staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- To contribute to the provision of a safe, secure, welcoming environment where children are happy, confident and learning.

Key Functions:

- Work with individuals or small groups of pupils under the direction of teaching staff
- Support pupils with activities which support literacy, numeracy and other skills.

Specific responsibilities

The main responsibilities of the post are to:

- To support groups of children during breakfast club and through the extended school day.
- To lead the breakfast club, family style dining and extended school day provision as directed.
- To supervise and assist individual/small groups of pupils in activities set by teachers or by the leadership team.
- Supervise whole classes for short periods of time.
- Take into account the pupils' Special Educational Needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials and use of data.
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To have high expectations of all children, to encourage each child to feel valued and to have a positive self image; to enable the children to become active, independent learners; to encourage the children to grow in all areas of development and to have access to a broad balanced curriculum.
- To assist pupils with physical needs
- To share responsibility for planning, implementing and evaluating programmes of work and activities for a group or individual children. To foster in particular children's independence, self-reliance and language development by offering appropriate levels of support and interaction.
- To attend formal and informal meetings with teachers to contribute to planning lessons/activities.
- To prepare materials and resources
- To work on differentiated/scaffolded activities with identified groups of children.

- To share responsibility for the provision of a safe, clean, tidy, attractive environment for the children – to include the classroom, outside area, hall, toilets and communal areas. To share responsibility for the maintenance and tidiness of resources and equipment.
- To take every opportunity to develop pupils' language, reading, mathematics and related skills as directed by teachers or leaders.
- To carry out observations of children and to contribute to their records.
- To help pupils record work in an appropriate way and to develop study and organisational skills.
- To implement behaviour management policies in accordance with guidance provided by the teacher.
- To assist with escorting pupils on educational visits or school and lunchtime provision
- To keep the pupils on task and to build motivation by modelling good practice
- To contribute to liaison with external agencies e.g. speech therapists.
- To constantly re-appraise professional performance and to participate in professional development.
- To work within the framework of school policies, particularly those relating to equality of opportunity and health and safety.
- To take responsibility as required for any activity under the authority and direction of the headteacher – e.g. visits, group work, parents' groups, maintaining a register, providing cover.
- To support children whilst eating and playing at lunchtime.
- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To share the academy's commitment to safeguarding and promoting the welfare of all young people
- To carry out other roles and tasks as requested by the Headteacher that are commensurate with salary grade.

Person Specification – Teaching Assistant

Criteria	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Minimum of Level 2 qualification in English and Mathematics • Evidence of continuous professional 	<ul style="list-style-type: none"> • Education to level 3 • First Aid Qualified
Experience	<ul style="list-style-type: none"> • Experience of coaching young people • Experience of using strategies to manage challenging behaviour • Experience of supporting young people of all abilities including those with SEN, EAL and/or who are Gifted and talented 	<ul style="list-style-type: none"> • Experience working within a school setting • Experience of developing and delivering consistently effective monitoring

	<ul style="list-style-type: none"> • Experience of delivering specific intervention programmes 	and tracking of pupils' successes and areas for development
Knowledge and Skills	<ul style="list-style-type: none"> • Understanding of how to monitor and track the progress of pupils • Understanding of how, as an adult in an education environment, you can create a culture of high expectations • Be prepared to have the training for Safeguarding 	<ul style="list-style-type: none"> • Understanding of Safeguarding • Proven ability to manage a demanding workload, work under pressure and deal with conflicting demands
Personal attributes	<ul style="list-style-type: none"> • The ability to remain calm and work well under pressure • Ability to use initiative to respond to unexpected problems using recognized procedures and policies as a guide • Excellent communication skills (including written, oral and presentation skills) • A commitment to safeguarding and promoting the welfare of children and young people • Flexible and open to continuous change • Commitment to our pupils and their learning, wellbeing and safety • Ability to work effectively within a team. 	