

Job Description: Teaching Assistant

Salary/Grade: NJC Scale 2/3 (SCP 3-6) Full Time Equivalent £27,729-28,929. Actual pro rata starting salary £20,919 per annum.

Hours per week: 32.5hrs

Weeks per Year: 38 weeks Term Time Only

Reporting to: Head Teacher/Phase Leader

Purpose of the job

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Job Specification**A teaching assistant must:****Support Pupils**

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Support Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Provide class cover for PPA release as directed.
- Be aware of pupil difficulties/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

Support the Curriculum

- Support pupils to understand instructions.
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- 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.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as required.

Equality

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.
- Langley Park Primary School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Langley Park Primary School has due regard to eliminate discrimination, advance equality of opportunity and foster good relations between all parties

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teaching assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teaching assistants career.

- Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the professional position.
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Must have proper and professional regard for the ethos, policies, and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Person specification –

Qualifications and experience

- Experience with or caring for children in KS1/KS2.
- School based experience of working with pupils with additional needs. (Desirable)
- GCSE level (Grade C or above) in English and Maths.
- Good numeracy / literacy skills.
- NVQ Level 3 or equivalent for Teaching Assistants or equivalent qualifications or experience.

Knowledge & Skills

- Understanding of relevant policies / codes of practice / legislation in education.
- General understanding of national curriculum (KS1/KS2) and other basic learning programmes / strategies.
- Effective use of ICT to support learning
- Use of other equipment technology – tablets, photocopier, etc.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Basic knowledge of first aid.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Personal Qualities

- Good communication skills.
- Evidence of good organisational skills.
- Self-motivated and hard working.
- A commitment to promoting the welfare and safeguarding of children.
- A commitment to inclusion.
- Calm, patient and an appreciation of a sense of humour.
- Ability to relate well to children and adults.
- Team player.
- Flexible attitude.