

EDUCATION SERVICES DIRECTORATE JOB DESCRIPTION

JOB TITLE: KS1Teaching Assistant **SCHOOL:** St Andrew's CE Primary School
Shifnal

GRADE: 5

SALARY RANGE: SCP. 6
£10.19 - £10.39

HOURS: 30 hours

POST STATUS: Permanent

WORKING YEAR: Term Time Only

*Conditions of service are those specified by the National Joint Council for Local
Government Services*

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Pupils

- a) Attend to pupils' personal needs, assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- b) Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.
- c) Establish constructive relationships with pupils and interact with them according to individual needs.
- d) Promote the inclusion and acceptance of all pupils.
- e) Encourage pupils to interact and work co-operatively with others, engage in learning activities.
- f) Set challenging and demanding expectations for pupils, promote self – esteem and independence.
- g) Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- h) To be prepared to support pupils individually (1:1) if needed.

2. Support for the Teacher

- a) Assist with the planning of learning activities.
- b) Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- c) Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- d) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- e) Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- f) Establish constructive relationships with parents / carers.
- g) Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- h) Maintain records as requested.
- i) Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress.
- j) 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.
- k) Provide general clerical and administration support e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

3. Support for the Curriculum

- a) Support pupils in understanding instructions.
- b) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- c) Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy as directed by the teachers.
- d) Support pupils in using ICT, develop pupils' competence and independence in its use.
- e) Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.
- f) Monitor and manage stock and supplies, cataloguing as required.

4. Support for the School

- a) 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.
- b) Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- h) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Person Specification

Job Title: Teaching Assistant

School: St Andrew's CE Primary School – Shifnal

Attributes	Essential (✓)	Desirable (✓)	Method used to gather information (A – Application form I – Interview T – Test P – Presentation)
Qualifications 5 G.C.S.E. or equivalent, including Maths and English Teaching Assistant Induction Training Teaching Assistant NVQ Level 2 or above, or have completed training of a similar standard First Aid qualification	 ✓ ✓	 ✓ ✓	
Work or relevant experience Relevant experience working in an educational setting particularly in EYFS/KS1 Some experience of classroom administration support Ability to plan and organise effectively	 ✓ ✓	 ✓	
Knowledge and understanding			

<p>A good knowledge of school based education including child development</p> <p>National learning strategies including Literacy and Numeracy</p>	✓	✓	
<p>Skills and Abilities (relevant to post)</p> <p>Good communication skills and ability to relate well to children, staff and parents</p> <p>Evidence of working well as part of a team</p> <p>ICT and the willingness to update skills and undertake further training</p> <p>Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	✓	
<p>Personal Qualities</p> <p>Ability to bring to the role, initiative, enthusiasm and commitment</p> <p>Flexibility and reliability</p> <p>Willingness to develop skills with further training</p>	<p>✓</p> <p>✓</p> <p>✓</p>		