

<b>Post Title:</b>	<b>Teaching Assistant- Level 2 (permanent)</b>
<b>Grade:</b>	3
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	n/a
<b>Purpose of job:</b>	<ul style="list-style-type: none"><li>• TO WORK UNDER THE INSTRUCTION/GUIDANCE OF TEACHING/SENIOR 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</li></ul>

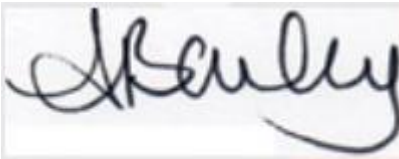
## Welcome to Woodhouse West Primary School



I am so pleased that you are considering joining our school. We are very proud of our school, its children and their families. Everyone who works at Woodhouse West is passionate about making a difference to our children and helping them to achieve their full potential, whilst being the best they can be every day. Please visit our website where you will notice that it is full of beautiful pictures of children learning through personal experience of the world around them. We encourage all children to broaden their horizons, have the confidence to try new things and keep going when challenges present themselves and celebrate their successes. As a result our children are articulate, inquisitive and confident and frequently ask questions of those around them.

Each of our children has the potential to do something wonderful, our primary role is to find their key skill or talent, the gem inside them and nurture it.

The very best way to understand our ethos and the way we learn is to visit us and see for yourself. Please feel free to contact us to arrange and visit.



Mrs Anne-Marie Bailey

## **JOB DESCRIPTION FOR POST OF: TEACHING ASSISTANT**

### **Specific Duties and Responsibilities**

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

### **Employment Duties**

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

### **Main Duties and Responsibilities**

#### **Support for Pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 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
- Any other related duties as may arise to the grade and role.
- To be a designated first aider in school.

### **Promotion of Trust Values**

- To contribute to the overall development of Sheffield South East Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Sheffield South East Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Sheffield South East Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety
- This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

## Person Specification

Specification	Essential	Desirable	Evidence
<b>Qualification/ Training</b>	<ul style="list-style-type: none"> <li>• Good Literacy/Numeracy skills</li> <li>• NVQ 2 For Teaching Assistants Or Equivalent Qualifications Or Experience</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Training</li> <li>• Completion of DfE Teacher Assistant Induction Programme</li> <li>• Training in the relevant learning strategies e.g. Literacy</li> <li>• First Aid Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Application Form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An up-to-date and working knowledge of the National Curriculum</li> <li>• Knowledge of appropriate resources and strategies which support outstanding learning opportunities</li> <li>• Good knowledge and understanding of learning and teaching at Key Stage 1 and 2</li> <li>• Good classroom management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of intervention processes to raise achievement</li> <li>• Experience of teaching across the age and ability range at Key Stage 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• The ability to communicate clearly and take into account, where appropriate, the views of others</li> <li>• Excellent personal organisational skills</li> <li>• The ability to contribute and work as a member of a strong team</li> <li>• An inspirational, committed and highly effective classroom practitioner who is dedicated to achieving the best outcomes for each individual child</li> <li>• Effectively communicate orally and in writing to a range of audiences</li> <li>• Maintain a calm level of professionalism at all times</li> <li>• An ability to create a warm, positive and motivating learning experience for children</li> <li>• A commitment to raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using a range of assessment tools.</li> <li>• Enthusiasm and willingness to contribute to and participate in the wider context of school life.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>

<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Energy and enthusiasm</li> <li>• Reliability and integrity</li> <li>• Sense of Humour</li> <li>• Excellent record of health, punctuality and attendance</li> <li>• A commitment to the ethos of the school</li> <li>• Commitment to your continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptability to changing circumstances &amp; ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and protection of children and to the personal development of our pupils</li> <li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</li> <li>• Knowledge of child protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>