

# Job Description

## Larkfields Infant School



<b>1. Title of Post:</b>	Teaching Assistant (fixed term – maternity Cover) Fixed Term contract until 31 <sup>st</sup> August 2026 Monday- Friday – 8.30am- 12.30pm
<b>2. Accountable and Responsible to:</b>	Headteacher
<b>3. Scale</b>	Scale 3 Point 6
<b>4. Main Purpose of the Job:</b>	
1.	To support in the care of pupils with additional needs.
<b>5. Main Responsibilities of the Job:</b>	
1.	Support pupils' learning activities.
2.	Promote positive behaviour.
3.	Help to keep pupils safe.
4.	Prepare and maintain the learning environment.
5.	Use ICT to support pupils' learning.
6.	Develop and promote positive relationships.
7.	To promote the inclusion and acceptance of all pupils within the classroom.
8.	Develop and maintain working relationships with colleagues.
9	Reflect and develop on your own practice.
10	Support with medical and intimate care needs
11	Work 1:1 with specified children to support outside of the classroom environment
12	Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
13	Following school policies especially those relating to child protection and health and safety.
14	Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
15	Support the role of parents in pupils' learning and contribute meetings with parents, provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times

16	To undertake break and lunchtime duties as directed.
17	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
18	Provide support and assistant for children's pastoral needs

	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Five A*-C passes at GCSE (or equivalent) including English and Maths	E
<b>Experience</b>	
Previous experience of working with children or young people with SEN	E
Previous experience of working with children with Autism	D
Previous experience of work with children or young people	E
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every pupil	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all pupils in the academy	E
<b>Specific skills</b>	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
Has strong behaviour management skills	E
<b>Other desirable skills</b>	
Experience of working with young children with complex needs	D

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.