



## Job Description for Teaching Assistant

<b>Hours of work:</b>	34 Hours Per Week	<b>Contracted weeks:</b>	39 Weeks 38 Weeks Plus 1 Week INSET
<b>Supporting work/life balance:</b>	Term time only plus one week INSET		
<b>Reporting to:</b>	Head of School		
<b>Remuneration Package: Job Family: Teaching and Learning. Pay Band, Support 1</b>			
<b>Salary:</b>	FTE £25,918.00 Actual Salary £20,276.91	<b>Employer pension contribution:</b>	LGPS

### Role Purpose:

In this role you will work closely with the classroom teacher to support the holistic development of primary school aged children, supporting pupils to learn, develop social skills and engage fully in the school community.

You will work with whole classes, small groups of pupils and individual pupils with Special Educational Needs and Disabilities (SEND), supervising large groups or on a 1:2:1 basis, dependent on need.

### Main Duties and Responsibilities

#### Support our Pupils

- Support pupils to undertake agreed learning activities.
- Adapt your support for pupils with varying needs including SEND and EAL, using agreed techniques.
- Assist pupils with additional personal needs, including social, health, physical, hygiene and welfare.
- Support the class teacher / SENDCO to implement Individual Education and Behaviour Plans and Educational Health Care Plans.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils on their progress and achievement, under the guidance of a teacher.
- Help pupils access learning activated through specialist support, this may include liaising with internal and external professionals including therapists, medical staff, and education specialists.

#### Support the Teacher

- Assist the teacher to promote good pupil behaviour and deal promptly with conflicts in line with school procedures.
- Identify and solve potential challenges for the pupils you support, to enable a positive learning environment for all.
- Oversee the preparation of classrooms with learning materials and resources to best enable teaching and learning.
- Provide detailed feedback to the teacher on achievements, progress, and concerns for the pupils you support and keep accurate records as required.
- Support with marking and delivering feedback to pupils as appropriate.
- Correct use of equipment and resources to meet the lesson plans/needs, including IT.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

#### Support the School and Community

- Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times.
- Build respectful and trusting relationships with pupils and families, acting as a role model for our professional behaviours and high aspirations.
- Proactively engage with activities outside the classroom, working as part of a team to oversee pupils and support with activities such as breakfast club, play times and lunchtimes.
- Supervise pupils on visits and trips outside of school as required.





## Person Specification – Primary School Teaching Assistant

Qualifications	Requirement	Evidenced
GCSE English and Maths (grade C/4 or higher). <i>Candidates without A-Levels, a degree or relevant Level 3 for the role: You will be required to enrol on a Level 3 apprenticeship once appointed. We will support you to gain this qualification as part of our commitment to staff development and improving student outcomes.</i>	Essential	Application
Early Years Level 3 Qualification	Desirable	Application
Skills and Knowledge		
The ability to use IT effectively to support tasks and activities.	Essential	Application/interview
Good written and verbal communication skills, fluent in English.	Essential	Application/interview
A broad understanding of effective learning strategies/styles.	Desirable	Application/interview
Ability to recognise potential barriers to learning and an ability to develop plans to overcome these.	Desirable	Interview
Understanding of different strategies to manage behaviour and social skills development in a classroom context.	Desirable	Application/interview
Working knowledge of strategies available to support children with additional needs.	Desirable	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for pupils.	Desirable	Application/Interview
Good problem-solving skills.	Desirable	Application/Interview
Experience		
Working with children across the age and ability range appropriate to the role.	Desirable	Application/interview
Working with children with additional needs in a similar role.	Desirable	Application/Interview
Personal Characteristics		
A commitment to own continuous professional development and learning.	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture.	Essential	Application/interview
Passionate about making a difference to young people and our communities.	Essential	Application/interview
Approachable and patient.	Essential	Application/Interview
Other		
Committed to the safeguarding of young people.	Essential	Application/interview
Willingness to participate in training, particularly First Aid and Team-Teach.	Essential	Application/Interview

\* If the successful applicant does not already hold GCSE English and maths, they must achieve level 2 functional skills as part of a [Level 3 Teaching Assistant Apprenticeship](#).

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. While every effort has been made to outline the key duties and responsibilities of the post this document does not permit every item to be specified in detail. Broad headings have therefore been used and it is accepted that associated duties will also be included in the role.

This job description will be reviewed regularly as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

Name	
Signed	
Date	

