



## Gildersome Primary School

**Job Title:** Teaching Assistant

**Grade:** A1 - B1

**Accountable to:** Headteacher

**Accountable for:** n/a

### **Working Under Direction/instruction:**

- supporting access to learning;
- welfare/personal care;
- small groups/one to one;
- general clerical/ organisational support for teachers.

### **Propose Role:**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### **Main Duties:**

1. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To contribute to the overall ethos, work and aims of the school and to appreciate and support the role of other professionals.
3. To support pupils in their social development, emotional well-being and pastoral care needs as part of the school's 'Nurture, Aspire, Achieve' ethos, reporting concerns to the teacher as appropriate.
4. To work with children and young people who have complex needs, providing an appropriate level of emotional and physical support where necessary.
5. To attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
6. To provide support to pupils who have communication difficulties.

7. To work collaboratively with teachers and other professional agencies to provide effective support for learning activities.
8. To implement and contribute to planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
9. To provide support for pupils with challenging behaviour, taking account of support plans and risk assessments, under the direct supervision of a teacher.
10. To support the teacher in monitoring, assessing and recording pupil progress and activities, and to provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
11. To establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.
12. To promote the inclusion and acceptance of all pupils, ensuring equal access to opportunities to learn and develop.
13. To encourage pupils to interact with others, engage in activities led by the teacher and act independently as appropriate.
14. To be aware of pupil problems, progress and achievements and report these to the teacher as agreed.
15. To share information about pupils with other staff, parents/carers, and internal and external agencies, as appropriate and in line with school policies and procedures.
16. To provide clerical and administrative support as required.
17. To support pupils in respect of local and national learning strategies, including English and Maths, as directed by the teacher.
18. To support pupils in using ICT and to prepare and maintain equipment and resources as directed by the teacher, assisting pupils in their use.
19. To attend relevant meetings, participate in training and other learning activities, and engage in performance development as required.
20. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, and to accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

*This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.*

## **PERSON SPECIFICATION**

**Job Title:** **Teaching Assistant**

**School:** **Gildersome Primary School**

**Pay Band:** **A1 - B1**

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>
<b>SKILLS</b> Good numeracy/literacy skills  Use basic technology – computer, video, photocopier  Ability to relate well to children and adults  Ability to work constructively as part of a team	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process	GCSE Maths and/or English
<b>KNOWLEDGE &amp; UNDERSTANDING</b> Working with or caring for children of relevant age  Understanding classroom roles and responsibilities and your own position within these.	Application form and selection process  Application form and selection process	Appropriate knowledge of first aid  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
<b>QUALIFICATIONS/ TRAINING</b> Participate in development and training opportunities	Application form and selection process	Completion of DfES Teacher Assistant Induction Programme  Paediatric first aid trained
<b>OTHER CONDITIONS</b> To comply with all policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and Data Protection	Application form and interview	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>	<p>Application form and interview</p>	<p>DBS clearance</p>
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