

<b>Job Description</b>			
<b>Title</b> <b>TEACHING ASSISTANT - PRIMARY</b>	<b>School: All Saints CofE Infant and Nursery School</b>  <b>Selston CofE Infant and Nursery School</b>	 	 DIOCESE OF SOUTHWELL & NOTTINGHAM MULTI ACADEMY TRUST
<b>Grade 2 scp 2-4</b>			
<b>Job Purpose</b>			
<p>To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.</p>			
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary.</li> <li>2. Providing support for students with emotional, social and behavioural problems.</li> <li>3. Providing practical assistance in relation to other identified physical needs.</li> <li>4. Supervising and supporting pupils ensuring their safety and access to learning and play.</li> <li>5. Working to establish a supportive relationship with the children and parents/carers and families concerned.</li> <li>6. Promoting the inclusion and acceptance of all pupils.</li> <li>7. Encouraging pupils to interact with others and engage in activities led by the teacher.</li> <li>8. Encouraging pupils to act independently as appropriate.</li> <li>9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.</li> <li>10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed.</li> <li>11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.</li> <li>12. Gathering/reporting information from/to parents/carers as directed.</li> <li>13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies.</li> <li>14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money.</li> <li>15. Supporting pupils in their learning in all areas of the curriculum.</li> <li>16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.</li> <li>17. Supporting pupils and teacher during PE and other practical activities.</li> <li>18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use.</li> <li>19. Assisting with the supervision of pupils at break times.</li> <li>20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.</li> </ol>			

**General Responsibilities**

21. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
25. Appreciate and support the role of other professionals.
26. Attend relevant meetings as required.
27. Participate in training and other learning activities and performance development as required.
28. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
29. Any other curriculum 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, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

**Person Specification – Grade 2 TA**

<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures, knowledge of child development, National Curriculum teaching skills, SEN Code of Practice; knowledge of moving and handling; knowledge of First Aid OR Two years minimum satisfactory experience as a TA, with evidence of INSET undertaken	x	
Experience of working with children who have a wide variety of educational needs		x
<b>Knowledge &amp; Understanding</b>		
How children develop; how to support children in literacy and numeracy; supporting children with Special Educational Needs; how children learn and how to motivate them.	x	
<b>Skills</b>		
Be able to provide strategies for spelling, reading, number skills; extend children's thinking skills;	x	
work with an individual or a group;	x	
reinforce teaching points during teacher input;	x	
extend children's thinking skills	x	
Able to assess children's understanding of text, reading skills and understanding of maths concepts	x	
update assessments and Individual Education Programmes	x	
take an active involvement in medium-term planning	x	
Provide support to other Teaching Assistants		x
<b>Personal characteristics</b>		
Calmness Confidentiality Empathy Enthusiasm Flexibility Initiative	x	