



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Job Title:	Teaching Assistant
Location:	Ubley Primary School, Ubley
Salary Range:	JG3 SCP5 – SCP6
Reports To:	Headteacher

Job Purpose

The primary purpose of this post is to:

- assist the class teacher to teach a class of children, ensuring that provision meets their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to a constructive team approach amongst all staff, parents and governors;

Main Responsibilities and Duties

- Set high expectations which inspire, motivate and challenge children
- Support the teacher to deliver well-structured lessons, following the school's plans, curriculum and schemes of work.
- On a daily basis, set-up, organise, use and maintain stimulating resources and equipment required for an effective learning environment.
- Undertake structured and agreed learning programmes, including a daily Read, Write Inc phonics lesson with a group of children
- Maintain good order and discipline and respect for others amongst pupils, in accordance with the school's behaviour policy; to promote understanding of the schools' rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;
- Participate in training events and relevant meetings
- Collaborate and work with colleagues and relevant professionals
- Implement agreed school policies and guidelines;
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
- Supervise and support pupils' ensuring their safety and access to learning.
- Establish constructive relationships with pupils', act as a role model, and interact with them according to individual needs.
- Be aware of and support inclusion and diversity; and ensure all pupils have equal access to opportunities to learn and develop.
- Set challenging expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

- Assist with the display of pupils' work
- Provide admin support for the teacher e.g. photocopying, lists etc
- Monitor pupils' understanding of learning and provide feedback to teachers on children's achievement, progress, misunderstandings etc
- Assist with the supervision of pupils out of lesson times, including before and after school, playtimes and lunchtimes as required.
- 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.
- Uphold public trust in the profession and maintain high standards of ethics, conduct and behaviour, within and outside school
- Contribute to and support the aims and positive ethos of the School;
- To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or Deputy Headteacher.

PERSON SPECIFICATION

Job Title:	Teaching Assistant
Location:	Based at Ubley Primary School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Experience working in a primary school setting • At least good GCSEs in English and Maths or equivalent 	Read Write Inc experience/training
Skills and Abilities	<ul style="list-style-type: none"> • Passionate about promoting a love for reading and the power and magic of stories • Knowledge of how to teach early reading and phonics effectively • Ability to adapt support to meet pupils' needs • A keen interest in promoting and developing outdoor learning opportunities • Ability to build effective working relationships with pupils • Knowledge of requirements around safeguarding children • An understanding of effective SEND provision • The ability to develop a happy, nurturing, stimulating, challenging learning environment 	Experience delivering outdoor learning experiences and /or forest school with children



LIGHTHOUSE
SCHOOLS PARTNERSHIP

	<ul style="list-style-type: none"> • The ability to establish and develop close relationships with parents, governors and the community • Confidence in the use of ICT for teaching and learning • Excellent behaviour management strategies • The ability to fully support and promote the school's aims and ethos, and to implement school policies. 	
Personal Qualities	<ul style="list-style-type: none"> • Positive, hard-working, enthusiastic and caring • Excellent communication skills and highly committed to collaboration with colleagues • Flexible and willing to adapt to changing circumstances • Reflective, responsible and self-motivated • Can work confidently under pressure • Reliable, efficient and well organised; with a solution-focussed approach to work • Keen and willing to learn and to be fully involved in the wider life of the school 	An interest in delivering a lunchtime or after school club e.g. music, art, nature