



St. Andrew's CEVA Primary School

Teaching Assistant Job Description

Job description according to any LA or Government orders applicable.

The post holder is required to be aware of the aims and philosophy of this school which is rooted in recognising achievement, understanding individual potential and raising standards for those who learn and work in the school and the "I ASPIRE" values. This will also include the professional attitude to and support for staff, governors, visitors and members of the community. Teaching Assistants work under the direction of the class teacher and are a valuable member of our school team.

Key Features

- Jobs comprise a sequence of tasks that form standardised work routines
- May have a more specialist role that will typically cover a deeper knowledge of a narrower range of circumstances
- May provide informal assistance to less experienced colleagues
- Works under instruction / guidance enabling access to learning including special educational needs
- Jobs require a normal level of courtesy and effectiveness in dealing with other people.
- Should be able to ask questions, seek clarification and exchange information using tact and diplomacy
- May provide straightforward clerical support to teacher or organisation
- May contribute at an individual level to monitoring team resource levels and providing simple information
- May assist in planning and preparation of resources, providing data information and be involved in delegated project work
- Likely to interact with colleagues, pupils, parents, carers and educational professionals
- Under an agreed system of supervision, may provide cover to classes for short periods of time

1. Working in the Environment

- 1.1 Assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.
- 1.2 Supervise and support pupils in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- 1.3 Deal promptly with conflict and encourage all pupils to take responsibility for their own behaviour and promote independence
- 1.4 Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (*for example English, Maths, IT*)
- 1.5 Assist with the supervision of pupils out of lesson times to enhance service delivery (*for example before and after school*)
- 1.6 Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support predefined learning activities to meet the needs of pupils and the curriculum
- 1.7 Prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum
- 1.8 May carry out playground duties in variable weather conditions and indoor play during bad weather.

1.9 Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill (using appropriate protective equipment).

2. Working with People

- 2.1 Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objective
- 2.2 Build and maintain productive working relationships with pupils, parents, carers, colleagues and professionals, to communicate internally and sometimes externally on pupil progress and maximise pupil development and maintain the overall ethos of the school

3. Working with Resources

- 3.1 Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum
- 3.2 Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources
- 3.3 Move regularly around during normal working pattern, walking standing and sitting with pupils.
- 3.4 May set out PE equipment and will have help in moving heavy equipment.

4. Working with Information

- 4.1 Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development
- 4.2 Treat all information relating to children and adults within the school as completely confidential.

Knowledge, Skills and Experience

- NVQ level 3 or equivalent in relevant subject **or** proven experience of working with or caring for children of relevant age
- Appropriate level of literacy and numeracy skills
- Completion of DfE Teacher Assistant Induction Programme
- Appropriate IT and keyboard skills
- Appropriate level of data protection, security and confidentiality awareness
- Training in the literacy / numeracy strategy
- General understanding of national curriculum and other basic learning programmes
- Evidence of mentoring skills at a level relevant to the role
- Understanding of corporate equalities standards and diversity issues and impact in immediate work area
- Basic knowledge of First Aid training / training in specific medical procedures as appropriate
- Completed Safeguarding training and have DBS clearance.

5. Supervision arrangements:

- 5.1 Annual formal review of performance and informal 6 monthly meeting with line manager.
- 5.2 Termly meeting for all Teaching Assistants with a middle or senior leader.

Signed (Jobholder) _____ Date _____

Signed (Line Manager) _____ Date _____