

Teaching Assistant Job Description

Grade	Job Title	Capsule job profile	Competencies/Personal Specification	Qualifications, Training and Development
<p>Surrey Pay Grade 3</p>	<p>Teaching Assistant:</p>	<p>Supports the teacher with their responsibility for the personal development, emotional well-being and academic learning of the children.</p> <p>Under the direction and control of the teacher:</p> <ul style="list-style-type: none"> • Assists in the delivery of educational work programmes by participating in day-to-day learning activities. • Discusses with, and reports back to the teacher on the planning and assessment of pupil work. • Organises and maintains the learning environment. • Works as part of a team to ensure that the emotional wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills. <p>Maintains confidentially inside and outside the workplace</p> <p>Understands and applies school policies</p>	<ul style="list-style-type: none"> • Good level of written and spoken English – able to communicate in writing without error. • Numerate – able to understand and convey the numeracy curriculum of the Primary curriculum • IT skills relevant to the National Curriculum expectations for Key Stages 1 and 2. • Able to follow instructions • Independently able to plan and prioritise regular and irregular tasks requested by the classteacher • Able to clarify and explain instructions to pupils, both in smaller and large groups • Able to communicate effectively with pupils. • Able to motivate pupils to learn • Able to assist with the organisation of the learning environment • Able to undertake routine tasks under the direction of the teacher • Able to independently maintain records • Able to work effectively and co-operatively with adult team members • Able to maintain confidentially • Has a strong work ethic • Punctual • Kind and thoughtful 	<p>Essential: Good general education.</p> <p>GCSE Maths and English or equivalent</p> <p>Good standard of written and spoken English.</p> <p>Desirable: Experience of working in a school setting.</p> <p>Experience working with children.</p> <p>Teaching Assistant Qualification at NVQ Level 2 or equivalent</p>

