



## St Finian's Primary School

### TA job description

Employment details	
Job title	Teaching Assistant
Reports to	Headteacher
Hours of work	8.30am to 3.30pm (can vary)
Salary	B Scale

#### General duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Support pupils' learning.
- Provide administrative support to teaching staff and other TAs regarding lesson planning and resources.
- Support the class teacher with pupil behaviour setting high standards, modelling respect and positive attitudes.
- Undertake pupil record keeping as required, e.g. data input.
- Assist teaching staff with 'working walls' and displays around the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.

#### Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils at break and lunchtimes.

### **Teaching and learning**

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.

### **Communication and coordination**

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in facilitating extra time and access arrangements, as appropriate, where external examinations or tests are administered.

### **Professional development**

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.

## TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths.</li> </ul>	<ul style="list-style-type: none"> <li>First aid training.</li> <li>Safeguarding training.</li> <li>A degree (or other relevant qualifications) in a relevant field.</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working with children.</li> <li>Experience of record keeping and monitoring.</li> <li>Effective oral and written communication skills.</li> <li>Demonstrable levels of numeracy and literacy.</li> <li>Excellent communication skills.</li> <li>Effective problem solving skills.</li> <li>The ability to remain calm under pressure.</li> <li>The ability to be proactive in seeking solutions.</li> <li>The ability to work with pupils in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment.</li> <li>Experience of working on a one-to-one basis.</li> <li>Good organisational skills and time management.</li> <li>Experience working with children and young people with additional needs.</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Knowledge of areas of legislation relevant to child protection and safeguarding.</li> <li>Knowledge of relevant school policies.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of legislation and statutory guidance specific to school type and phase.</li> </ul>

## Personal traits

### The successful candidate will be

- Able to work independently but also as part of a team.
- Dedicated to their practice.
- Punctual and professional.
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Capable of handling demanding workload and successfully prioritising work.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

## Additional requirements

### The successful candidate will have

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.