



## Streatley CE Primary School

### Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Salary:</b>	Level 2, Grade C
<b>Line Manager:</b>	Class Teacher
<b>Required:</b>	September 2023

#### Job Purpose

- To support the teacher in the smooth and effective running of the class (including practical tasks).
- To consistently promote positive values, attitudes and behaviour.
- To support pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration.
- To help raise standards of achievement for all pupils.
- To encourage all pupils to participate in all aspects of school life.
- To encourage the social and emotional development of pupils.
- To help pupils to become more independent.
- To help to safeguard and protect all the children in the school.

#### Main Duties and Responsibilities

##### **Working under the direction and supervision of a qualified teacher.**

##### Planning & Expectations

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils.
- To contribute to discussions, with the teacher on the development of work programmes, work activities and support programmes for pupils.
- Contribute to the preparation of teaching resources/materials.
- Provide feedback to pupils and the teacher.

##### Monitoring & Assessment

- Support teachers in evaluating pupil's progress.
- Monitor pupils responses to learning and provide feedback.
- Contribute to maintaining records of pupils progress.

##### Teaching & Learning Activities

- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Encourage good behaviour in line with the school's policy and procedures.
- Respond to equal opportunities issues as they arise by challenging bullying and harassment and reporting to the teacher as necessary.

- To work effectively with individual pupils and/or small groups as directed by the Teacher.
- To assist with the supervision of, and encourage good behaviour amongst, pupils.
- Safely manage the learning activities, the teaching space and resources in the school.

#### Professional Values & Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem.
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds.
- Be committed to raising the educational achievement of pupils.
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils.
- Work collaboratively with colleagues.
- Carry out all aspects of the role effectively and to seek help, advice or guidance when necessary.

#### General

- Communicate with parents when necessary.
- Maintain a safe environment for pupils, staff and visitors to the school.
- Supervise pupils off site on school trips and other external visits.
- Provide welfare support for pupils.

#### Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher. This may include:

- Collecting money.
- Chasing absences.
- Preparing class lists.
- Record keeping and filing.
- Produce classroom displays.
- Support to incoming pupils on work experience placements at the school.
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance.
- Analysing attendance figures.
- Collate pupil reports.
- First Aid

Any other duties as directed by the teacher that are commensurate with the level of the role. For Teaching Assistants working in primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate.

### Scope for Impact

Make a strong contribution to pupil learning, progress and achievement. Teaching Assistants provide support to teachers and schools, allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.

### Job Context

- TA's will be expected to work effectively with individual pupils under the direction and supervision of a class teacher.
- TA's will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- TA's would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, code of practice and safeguarding legislation, reporting any concerns immediately to the appropriate person.
- The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

**Streatley CE Primary School**  
**Personal Specification**

<b>Essential</b>	<b>Desirable</b>
Holds or working towards a relevant NVQ level 2.	First Aider qualification.
Minimum of one year relevant experience working with or caring for children of relevant age.	Training in relevant learning strategies.
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities.	Experience of working with children with Special Educational Needs.
General understanding of national/foundation stage curriculum and other basic learning programmes and strategies.	Interest in keeping healthy and exercise e.g. Daily Mile.
Basic understanding of child development and learning.	
Good literacy and numeracy skills.	
Ability to use ICT effectively to support learning.	
Ability to use office equipment, including computers, photocopiers, cameras, videos, printers etc.	
Ability to use Outlook, and a web browser to access information.	
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc.)	
Ability to communicate effectively with children, parents and other staff.	
Ability to motivate and encourage pupils.	
Actively enjoys working with children and is sympathetic to their needs.	
Professionally discreet and able to respect confidentiality.	
Flexible approach to tasks.	
Ability to work effectively as part of a team.	
Willingness to participate in a general TA induction programme and other training.	
Patient and resilient.	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role	

<p>with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.</p>	
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