

Job Description and Person Specification

Authority	West Berkshire
Job title	Teaching Assistant (TA) Level 1 with lunchtime duties
School	Sulhamstead & Ufton Nervet Primary School
Salary grade	Grade B
Reports to	Class/and or Head teacher

JOB PURPOSE

- To support the teacher in the smooth and effective running of the class
- 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 encourage the social and emotional development of pupils
- To help raise standards of achievement for all pupils
- To encourage all pupils to participate in all aspects of school life
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils

This job falls within the definition of regulated activity – post holders will be required to have an Enhanced DBS check and Barred List check.

STRUCTURE CHART

To be responsible to the Classroom Teacher (day-to-day activities)
To be responsible to the Head Teacher (overall pattern of work)

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or Head Teacher:

Planning & Expectations

Working within the school's policies and procedures to:

- Promote equal opportunities for all pupils
- Contribute to discussions with the teacher on the development of learning programmes, activities and intervention for pupils
- Contribute to the preparation of teaching resources/materials
- Adapting plans, with advice from class teacher, SENCo and other professionals, to facilitate curriculum access across all subject areas
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings/training as required
- Work with professionals coming into the school to identify and implement next steps in needs relating to communication, physical development and learning needs

Monitoring & Assessment

- Support teachers in evaluating pupil progress
- Monitor pupils responses to learning and provide feedback
- Liaise with the class teacher and SENCO regarding Support & Achievement Plans

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or Head Teacher:

(SAPS)

- Contribute to maintaining records of pupil progress

Teaching & Learning Activities

- Prepare the classroom as directed for lessons and clear afterwards
- Assist in the display of pupils learning
- 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/Headteacher as necessary
- 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
- To work with individuals or small groups under the supervision of the teacher to help raise standards of achievement for all pupils.

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 to meet the needs of all pupils (inc SEND and AG&T pupils)
- Carry out all aspects of the role effectively and to seek help, advice or guidance when necessary
- To work with individuals or small groups under the supervision of the teacher

General

- Maintain a safe environment for pupils, staff and visitors to the school
- To promote pupil independence wherever possible
- Encouraging and supporting peer communication and relationships
- Supporting activities relating to personal care e.g. eating and toileting as appropriate
- Provide welfare support for pupils
- Develop a secure understanding of any specialist equipment necessary to support pupils throughout the day
- Where necessary, use a sound knowledge of IT to produce appropriate resources to support learning
- Communicating progress and issues to teachers and other professionals where

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or Head Teacher:

appropriate. This will include attendance of occasional meetings.

- Supervise pupils off site on school trips and other external visits

Lunchtime Duties

- To ensure the safety, welfare and good conduct of pupils during the midday break periods:
- Supervision of pupils in the dining areas, playground or other parts of the school premises as directed
- To ensure standards of behaviour are maintained
- To assist in dealing with problems arising from poor behaviour and report such matters to the Classroom Teacher or Headteacher
- To assist with associated ancillary duties, e.g. cleaning up spillages, wiping tables, etc
- To attend to minor accidents and injuries that may occur during the lunchtime period and ensure they are recorded appropriately in school records
- To ensure that school security and confidentiality regulations are upheld
- To clean and care for the personal cleanliness of the children as appropriate
- To carry out other duties relating to lunchtime supervision as required by the Headteacher

Additional Duties

- Any other duties that reasonably fall within the purpose of the post may be allocated by the teacher/Headteacher. For Teaching Assistants in primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION		Essential/ Desirable
Qualifications		
Confident in literacy and numeracy		Essential
Paediatric First Aider qualification (12 hours)		Desirable
Experience		
Experience of working with or caring for children of relevant age		Essential
Experience of working with children with special needs and/or able, gifted and talented		Desirable
Understanding of children's playground culture		Desirable
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
Awareness of Health & Safety principles		Essential
Aware of and willing to promote the school's social inclusion policies and practices		Essential
Skills and abilities		
Good organisational ability		Essential
Ability to communicate effectively with children, parents and other staff		Essential
Able to motivate and encourage pupils		Essential
Ability to be firm and calm and respond quickly to developing situations		Essential
Ability to use office equipment, including computers, tablet/iPad, photocopiers, cameras, videos, printers etc		Essential
Ability to use Outlook, and a web browser to access information		Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)		Essential
Ability to motivate and encourage pupils		Essential
Work-related personal qualities		
Actively enjoys working with children and is sympathetic to their needs		Essential
Professionally discreet and able to respect confidentiality		Essential
Able to make decisions and use own initiative		Essential
Flexible approach to tasks, patient and resilient		Essential
Firm, sensitive and effective approach towards pupil discipline		Essential
Willing to work constructively as part of a team		Essential
Willing to contribute towards life of the school, such as attending whole school functions, PTA events, etc		Desirable
Other work-related requirements		
Willingness to undertake any training as deemed necessary by the school		Essential
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 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.		Essential