

**Vaughan Primary School
TEACHING ASSISTANT
JOB DESCRIPTION**

Grade of Post: G02 Point 8

Hours: 30 hrs per week Mon-Fri, Term Time Only

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key Functions

In addition to the duties of a G1 Teaching Assistant:

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR THE TEACHER

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers.
- Administer routine assessments and undertake routine marking of pupils' work.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy,
- Recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

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TEACHING ASSISTANT
PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
An experienced teaching assistant who has a relevant qualification NVQ Level 3	Yes	
An experienced teaching assistant with graduate level qualifications		Yes
Excellent command of the English language and literacy skills		Yes
An up to date First Aid qualification		Yes
A successful track record of supporting teaching and learning in an Infant school setting	Yes	
A team player who is flexible and able to work under pressure, working under the direction of the immediate line manager and/or phase leader	Yes	
Experience of record keeping and use of ICT to support this process		Yes
Experience of working with EAL learner who may be beginner bilinguals and SEN pupils including pupils with physical and developmental needs e.g. ASD		Yes
Willing to attend CPD during and after the working day as required	Yes	
An excellent communicator who is able to act as an ambassador in supporting the development of positive and strong partnerships between the home and school in order to support pupil progress	Yes	
The ability to support planning & lead interventions, maintaining detailed tracking information to demonstrate impact/progress	Yes	