

Warwick Bridge Primary School

Job Description

**Job Title**: Temporary Part Time Teaching Assistant (16.25 hpw)

**Scale**: PCD5 £21968 per annum pro rata (FTE 37 hpw) term time only plus 1 week INSET

**Responsible to**: The Headteacher and the Governing Board of the school.

**Job Purpose**

* Support the teacher in the classroom and in preparation for lessons.
* Support children in their educational and social development.
* Provide extra support for pupils with special educational needs or disabilities.

**Main Duties/Responsibilities**

**General Duties**

* Support children in all areas of the curriculum on an individual class or small group basis.
* Support children who need extra help to complete tasks.
* Give extra support to children with special educational needs, disabilities or English as an additional language.
* Assist the teacher with administrative tasks.
* Help the teacher develop learning programmes and activities and adapt appropriate materials.
* Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
* Listen to children read, read to them and tell them stories
* Support the teacher in managing class behaviour.
* Supervise group activities.
* Take part in training, meetings and reviews.
* Create displays from pupils’ work.

**Pupil Support**

* Develop knowledge of the learning support needs of individual pupils
* Undertake structured and agreed learning activities/teaching programmes, adjusting according to the child’s responses.
* Undertake interventions, recording achievements and progress and providing feedback to the teacher.
* Support the use of ICT in learning activities
* Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/learning activities to support the delivery of an enriched curriculum.
* Help out with school events, trips, lunches and other activities.
* For the pupils you are supporting:
  + - Clarity and explain instructions
    - Aid their learning effectively
    - Ensure they are able to use any equipment and materials
    - Assist them in areas such as, language, behaviour and social skills
    - Assist with the development and implementation of EHC plans.



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Person Specification

Level 3 Teaching Assistant

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|  | **Essential** | **Desirable** |
| **Qualifications and experience** | NVQ Level 3 Qualification or equivalent.  GCSE, or equivalent, in English and Mathematics  Experience working with children in a school setting | Experience working with children with specific social and emotional needs.  Experience working with families. |
| **Knowledge and understanding** | The Level 3 TA should have knowledge and understanding of:  the National Curriculum structure;  support mechanisms for teaching staff;  behaviour-management strategies;  have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality. | In addition, the Level 3 TA might also have knowledge and understanding of:   * the different ways in which children learn; * the issues related to disadvantaged sections of the community.   Ability to cope with many roles/responsibilities  Understanding of the importance of parental involvement. |
| **Skills** | The Level 3 TA will be able to:  contribute to a range of teaching, learning and pastoral activities;  plan, monitor and assess;  take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with different needs;  demonstrate good communication skills both written and spoken;  demonstrate good IT skills;  willingness to participate in INSET days and attend courses for their own professional development;  work independently and as part of a team. | In addition, the Level 3 TA might also be able to:  have the ability to work effectively and network with a wide variety of support services;  hold up-to-date first aid training |
| **Personal characteristics** | Calm under pressure.  Maintains confidentiality.  Enthusiastic.  Ability to adapt to a variety of situations.  Shows initiative. |  |