

JOB DESCRIPTION – Teaching Assistant

Reporting to: Senior Management Team and Head Teacher

Pay Scale: Grade: Scale 2, 1C- £27,306.00 pro Rata £19,546

A minimum of 20 hours per week, Monday to Friday, term time only plus INSET days

Working Pattern: Term Time Only (TTO)

This Job Description may be amended at any time after consultation with the assistant. Summary of main conditions of service and full job description evaluated according to the Council's job evaluation scheme. And conditions of service NJC for Local Government Services (Green Book)







Main Purpose

This position requires a person who is able to work with young children, aged between 7 – 11 years old, depending on the vacancy within the Junior School. The role is to act as an assistant supporting Class Teachers, in preparing, organising, and managing an appropriate environment for the children both in the class and at playtimes.







Responsible, under the direction or instruction of the teacher or line manager, to work with pupils to access to learning for all pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties and Responsibilities





SUPPORT FOR PUPILS

-  Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
-  Supervise and support pupils ensuring their safety and access to learning
-  Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
-  Promote the inclusion and acceptance of all pupils
-  Encourage pupils to interact with others and engage in activities led by the teacher
-  Encourage pupils to act independently as appropriate





SUPPORT FOR TEACHERS






-  Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
-  Be aware of pupil problems, progress and achievements and report to the teacher as agreed
-  Undertake pupil record keeping as requested
-  Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
-  Gather and report information from and to parents or carers as directed
-  Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

-  Support pupils to understand instructions
-  Supporting pupils in ensuring appropriate literacy and numeracy outcomes across the curriculum as directed by the teacher
-  Supporting pupils in using accessibility tools such as ICT as directed
-  Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

-  To promote the aims and values of the school
-  Maintain good order among pupils and safeguard their health and safety
-  Actively promote equality of opportunity and the Rights Respecting Agenda
-  Work in partnership with all constituents of the school community, including communicating and consulting with colleagues, governors, parents and carers and outside agencies as necessary

-  Maintain professional behaviour at all times, acting as a good role model, including punctuality and attendance
-  **Safeguarding** - be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation
-  **Data Protection** - To be aware of the school and LAs responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
-  **Confidentiality** - You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matter of concern regarding such issues as bad practice of mismanagement.
-  **Equalities** - The schools and LA have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

Person Specification

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below and how your examples demonstrate impact.

Key: E – Essential

D – Desirable

S – Demonstrated at Shortlisting

I – Demonstrated at Interview

Qualifications

		E	S	I
1	A good standard of education particularly in English and Mathematics	E	✓	
2	Working with children in mainstream or specialist settings, in a paid or voluntary capacity	D	✓	
3	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	✓	
4	Ability to relate well to children and adults	E	✓	
5	Effective use of ICT to support learning	E	✓	
6	Awareness of pupils with special educational needs	E	✓	
7	Sufficient practical and organisational skills to contribute to the preparation, management and use of educational resources	E		✓
8	Can complete and maintain pupil records	E		✓
9	Ability to self-evaluate learning needs and actively seek learning opportunities	E		✓
10	Knowledge of Safeguarding	D		✓

Knowledge and Understanding



Junior Head Teacher: Ms Jo Clarke
Honeywell Road, Battersea, London SW11 6EF

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Tel: 020 7223 5185 Fax: 020 7738 9101

Deputy Head Teacher: Ms Natasha Ojo
Email: office@honeywell.wandsworth.sch.uk

11	Understanding of relevant policies/codes of practice and awareness of relevant legislation	E		J
12	General understanding of National curriculum and other relevant learning programmes/strategies	E		J
13	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of pupils	E	✓	

Skills

14	Good communication skills	E		✓
15	Ability to demonstrate active listening skills	E		✓
16	Ability to consistently and effectively implement agreed behaviour management strategies	E		✓
17	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task	E		✓
18	Ability to monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	E		✓
19	Ability to carry out and report on systematic observations of pupil's knowledge, understanding and skills	E		J
20	Ability to assist in the recording of lessons and assessment as required by the teacher	E	J	
21	Ability to establish positive relationships with pupils and empathise with their needs	E	✓	

Personal Characteristics:

22	Ability to maintain confidentiality on all school matters	E		✓
23	Has a caring positive attitude towards pupils' welfare	E		✓
24	Positive, patient, resilient and resourceful	E		✓
25	Hard working, team player	E		✓
26	Time management & organisational skills	E		✓

Special Requirements

27	Satisfactory enhanced DBS check	E		✓
28	Good attendance and punctuality record	E	J	
29	If applicable – be able to support choirs, orchestra or any ensemble group with the appropriate musical skills	E		✓

