



Trewidland Primary School
Teaching Assistant
Job Description

Grade:	C
Hours:	31.25 5 days a week
Responsible to:	Headteacher
Important functional relationships:	<u>Internal</u> : children at, Headteacher, teachers, support staff & Local Governors <u>External</u> : parents/carers.

Main Purpose of Job:

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher

Main Duties and Responsibilities:

Support for pupils

- To create a safe, welcoming and inclusive environment for all children
- Supervise and assist individual/small groups of pupils in activities set by teachers or by the TA with teacher guidance
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
- Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
- To support intimate care when necessary
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem
- Foster links between home and school

Support for Teachers

- Support the teacher in implementing specific teaching programmes / assist with the planning of learning activities
- Create and maintain a purposeful, orderly and supportive environment and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Will occasionally be required to supervise the class for brief periods in a lesson where the classroom teacher is not available
- 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 outcomes
- Liaising with the class teacher, SENDCO and other professionals about intervention plans and EHCPs, contributing to the planning and delivery as appropriate
- To contribute towards reviews of the pupils' progress as appropriate

Support for the Curriculum

- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Take every opportunity to develop pupils' language, reading, mathematics and related skills as directed
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use

Support for the School

- To be professional and a good role model to the children and other staff members at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school, breaktimes and 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
- Participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher

Date Prepared: October 2021
Job Description Prepared by: Mr Lovell

Person Specification

Attributes	Essential	Desirable
Professional Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Has at least a Grade C GCSE in Maths and English <input type="checkbox"/> Holds at least NVQ Level 2 or equivalent accreditation qualification and is willing to study for NVQ Level 3 <input type="checkbox"/> Has some experience and understanding of working with children <input type="checkbox"/> Has high expectations of learning for all children <input type="checkbox"/> A team player 	<ul style="list-style-type: none"> <input type="checkbox"/> An understanding of Thrive/TIS approaches <input type="checkbox"/> Experience of delivering group work
Professional Knowledge, Understanding and Skills	<ul style="list-style-type: none"> <input type="checkbox"/> Good English, Maths and IT skills <input type="checkbox"/> Able to act as a role model for children by setting high personal and professional standards <input type="checkbox"/> Is able to develop a successful rapport and working relationship with all children and their families <input type="checkbox"/> Is able to use a positive approach to learning and behaviour management <input type="checkbox"/> Good communication skills <input type="checkbox"/> Liaise with parents when necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of SEND, e.g. ADHD, Autistic Spectrum <input type="checkbox"/> Willingness to engage in CPD opportunities to move personal learning forward <input type="checkbox"/> An understanding of the importance of lesson plans, SEN Support Plans and learning objectives
Curriculum	<ul style="list-style-type: none"> <input type="checkbox"/> Is aware of the new National Curriculum, particularly in English and Maths 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of supporting children with SEN <input type="checkbox"/> Experience of challenging the more able
Values and Personal Qualities	<ul style="list-style-type: none"> <input type="checkbox"/> Support the values of Trewidland School <input type="checkbox"/> Believes in inclusion of all our learners <input type="checkbox"/> Approachable and caring <input type="checkbox"/> Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people <input type="checkbox"/> Commitment to equality of opportunity irrespective of race, gender or disability <input type="checkbox"/> Displays warmth, care and sensitivity in dealing with children <input type="checkbox"/> A good sense of humour! 	<ul style="list-style-type: none"> <input type="checkbox"/> Willingness to be involved in the wider life of the school
Qualifications, Confidential References and Reports	<ul style="list-style-type: none"> <input type="checkbox"/> Written references confirming professional and personal knowledge, skills and abilities referred to above <input type="checkbox"/> Satisfactory health and attendance record <input type="checkbox"/> Clear enhanced DBS check 	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of recent, relevant professional development <input type="checkbox"/> First aid qualification <input type="checkbox"/> HLTA qualification

Job Description Prepared by: Mr Lovell