



# Teaching Assistant

## Northgate Primary School

*Opportunity, Community, Excellence*





## Job Description: Teaching Assistant



**Reports To:** Headteacher

**Direct reports:** None

**Grade:** D5

### Role Purpose:

- To provide learning support for individual and groups of pupils
- To encourage children to become independent learners
- To ensure the safety and welfare of the children
- To support the inclusion of pupils in all aspects of school life

### Key Responsibilities:

- To support individual children and groups, under the direction of the class teacher introducing activities and using a range of strategies to support the children in their learning
- To help pupils to access the full curriculum
- To observe pupils' engagement and progress using the systems in place to provide the teacher with feedback on pupil progress
- To help to maintain individual and group records as necessary
- To liaise with and maintain effective working relationships with colleagues, parents and other professionals
- To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside
- To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children
- To promote good pupil behaviour in line with the school behaviour policy and/or individual pupil behaviour plans

### Other Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection.
- Adhere to the staff code of conduct / staff handbook.
- Undertake performance management, training and other professional development opportunities.
- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The job holder will be expected to seek advice and escalate more complex issues to senior members of staff.
- The post holder will need to use discretion as to when to escalate.
- The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed
- Undertake first aid as necessary

### Safeguarding

- Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures
- Maintain high standards of professionalism in line with the Code of Conduct

*Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.*

**All employees of Kingfisher Schools Trust will:**



- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



## Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at grade C or above (or equivalent)</li> </ul>
<u>Experience and knowledge:</u> <ul style="list-style-type: none"> <li>• Experience of working in a classroom environment in the primary phase</li> </ul>	
<u>Skills and behaviours:</u> <ul style="list-style-type: none"> <li>• Ability and enthusiasm to motivate pupils</li> <li>• Ability to maintain a professional manner in challenging situations</li> <li>• Ability to take direction from senior colleagues</li> <li>• Ability to use initiative whilst working within recognised guidelines and procedures</li> <li>• A willingness to promote the school's ethos</li> <li>• Resourceful, patient and resilient</li> <li>• Approachable, friendly manner, and ability to form positive professional relationships with pupils</li> <li>• Can-do attitude and a good sense of humour</li> <li>• Willingness to be flexible and quickly adapt to suit the needs of the school</li> <li>• Excellent behaviour management skills</li> </ul>	
<u>Professional development:</u> <ul style="list-style-type: none"> <li>• Commitment to personal professional development</li> </ul>	