



Fleetville Junior School Job Description – Teaching Assistant

Job Title: Teaching Assistant

Responsible to: Head Teacher

Pay Grade: H2

Purpose of the role: 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.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

Teachings Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Knowledge	Competencies
NVQ level 1 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
Basic knowledge of First Aid	
Understanding of the Schools ethos and values	

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.