

PLYMPTON ST MAURICE PRIMARY
JOB DESCRIPTION

Job Title:	Teaching Assistant
Location:	Plympton St Maurice Primary
Grade:	NJC Plymouth Grade C, SCP 5-7 (Pro Rata Per Annum).
Hours:	21 hours per week (4 days a week, 39 weeks)
Reporting to:	Headteacher
Responsible for:	N/A

Job Purpose

- Provide a high standard of support to assist with the smooth operation of the Year 5 classroom
- To be aware of safeguarding and welfare for children and young people within the school.
- The post holder would work within an agreed system of supervision.

Main Duties

- Implement agreed range of activities with individual children and groups of children, working inside and outside.
- Work with the year 5 teacher and team members, prepare resources as directed. Working as part of the year 5 team to create and maintain a purposeful, orderly and supportive learning environment.
- Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To conduct observations, assessments, and provide developmental reports/feedback.
- Support and participate in visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff.
- The post holder may be required to support with general administration tasks and maintenance of records as part of duties.
- To promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities to learn and develop.
- Act as a role model and support behaviour management within the learning environment.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work on classroom displays following consultation with the class teacher

General

- To support the wider life of the school and community as requested by leadership

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

This list of tasks is not exhaustive; the post-holder may be required, from time to time, to undertake other task commensurate with their grade and level of responsibility.

Signed:

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Post-holder

Signed:

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Line Manager

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		Y
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		Y
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		Y
Integrity:			
Acting always in the interests of children and young people,	E		Y
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		Y
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		Y
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		Y
QUALIFICATIONS:			
Good level of literacy and numeracy skills. (GCSE grade C or above)	E	Y	
Paediatric first aid certificate or First Aid at Work certificate	D	Y	
Level 3 qualification or equivalent experience in relevant field.	E	Y	
EXPERIENCE:			
Experience of general clerical / administrative work.	D	Y	Y
Experience of work in a primary school or Early Years (last 12 months).	D	Y	Y
Understanding of Early Years framework	D		Y
KNOWLEDGE, SKILLS AND ABILITIES:			
Appropriate general knowledge of first aid or willing to undertake training.	E	Y	
Ability to use relevant technology e.g. photocopier or willing to undertake training.	E	Y	Y
Working knowledge of early years foundation stage curriculum and key stage 1 national curriculum.	D	Y	Y
Ability to relate well to children and adults.	E	Y	Y

An ability to understand the principles of child development and learning processes and in particular barriers to learning.	D	Y	Y
Skills in behaviour management within the class environment.	D	Y	Y
To act on own initiative and work as part of a team. Proactive and professional approach.	E	Y	Y
FURTHER REQUIREMENTS:			
Willingness to participate in development and training opportunities.	E	Y	Y
Promoting and safeguarding the welfare of children and young people within the school.	E	Y	Y