

### JOB DESCRIPTION

Role Title	Department	Reports to
Teaching Assistant	Teaching and learning	Class Teacher Headteacher

### PURPOSE

To work alongside and under the direction of the Class Teacher and other members of the school community to raise the learning and attainment of pupils.

To provide support to pupils to enable them to access the curriculum, take part in learning and experience high levels of achievement.

To carry out any other reasonable requests, at the discretion of the Headteacher, to meet the changing demands of the school.

### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

### PRINCIPAL ACCOUNTABILITIES

#### Teaching and learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the Class Teacher and increase achievement of all pupils.

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.

Support the teaching of the whole curriculum to enable pupils to achieve their full potential in all areas of learning.

Deliver high-quality interventions (including phonics sessions) to small groups of children.

Support and engage children in purposeful outdoor activities during break and lunchtimes.

Use effective behaviour management strategies consistently in line with the school's policy and procedures.

Use IT skills to advance pupils' learning.

Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment.

Supervise a class if the teacher is temporarily unavailable.

Undertake any other relevant duties given by the Class Teacher.

### **Planning**

Read and understand lesson plans shared prior to lessons and ask for clarification on any points of uncertainty.

Take an active role in preparing the classroom and outdoor areas for learning.

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and sharing these observations with the Class Teacher regularly.

### **Whole-school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures and support the overall values and vision of the school.

Make a positive contribution to the wider life and ethos of the school by attending extra-curricular school events.

Work collaboratively on curriculum and other identified school development initiatives to secure co-ordinated outcomes.

### **Health, safety and discipline**

Recognise that health and safety is a responsibility of every employee.

Maintain good order and discipline among pupils, managing behaviour effectively to ensure a positive and safe learning environment.

Comply with health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

### **Professional development**

Take part in the school's appraisal and performance management procedures.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve own teaching.

Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

### **Working with colleagues and other relevant professionals**

Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Liaise with colleagues in other schools, sharing knowledge and expertise and working collaboratively.

Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Access support and advice from other external agencies.

### **Personal and professional conduct**

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Promote equality and treat everyone with fairness and dignity.

Adhere consistently to the Watling Primary School Staff Code of Conduct.

### **Safeguarding and Child Protection**

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

## **PERSON SPECIFICATION**

**E – Essential**

**D – Desirable**

Qualifications/Education	GCSE (or equivalent) including a minimum of a Grade 4 (previously Grade C) in English and Maths (E) Level 2 or 3 Teaching Assistant certificate or diploma (or similar relevant qualification) (D) First Aid training, or a willingness to complete this (D) Forest School approved qualification (D)
Experience	Experience of working in a school environment or other educational setting. (E) Experience of working in Early Years Foundation Stage or Key Stage 1. (E) Experience of delivering specific interventions to support learning. (E) Experience of delivering phonics sessions to small groups of children. (D) Knowledge of the Little Wandle phonics programme. (D)
Knowledge and skills	A sound understanding of the roles and responsibilities of a Teaching Assistant within the classroom and the wider school context. (E) A good understanding of continuous provision and the ways in which it effectively promotes opportunities for learning through exploration. (D)

	<p>Subject and curriculum knowledge relevant to the role and the ability to apply this effectively in supporting the Class Teacher and pupils. (E)</p> <p>Secure literacy and numeracy skills, linked to an understanding of the requirements for age related expectations. (E)</p> <p>A sound understanding of the teaching of phonics and the components of a high quality phonics session. (E)</p> <p>Excellent verbal communication skills and the ability to model high standards of spoken and written English. (E)</p> <p>Competency in the use of IT and a good understanding of how to use IT effectively to support learning. (E)</p> <p>Good organisational skills and the ability to work calmly under pressure. (E)</p> <p>The ability to build effective working relationships with pupils and adults. (E)</p> <p>Skills and expertise in understanding the needs of all pupils and an understanding of how to adapt and deliver support to meet those individual needs. (E)</p> <p>A sound understanding of data protection and confidentiality. (E)</p> <p>Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E)</p> <p>Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)</p>
Particular aptitudes Personal skills	<p>An alignment with the values of The Watling Way. (E)</p> <p>High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E)</p> <p>A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E)</p> <p>An ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school. (E)</p> <p>A willingness to take on additional responsibilities and gain valuable experience as the school grows. (D)</p> <p>A brave approach to embracing innovative ways of doing things. (E)</p>

### Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

## Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: .....

SIGNED: .....

DATE: .....