

Wallington Primary Academy
Teaching Assistant
Job Description

The purpose of the job is to support the teaching, learning, safety and wellbeing of children by carrying out the duties outlined below.

Work under the direction of the Class Teacher, Year group Leader, Phase Leader, SENCo and SLT to:

- ◇ Identify child safeguarding concerns by being vigilant for signs of abuse or neglect
- ◇ Take appropriate action and report concerns to the Designated Person for safeguarding and follow the school's child protection and safeguarding policies.
- ◇ Maintain an attitude of 'it could happen here' when it comes to safeguarding
- ◇ Support individual children or small groups of children in carrying out tasks set by the teacher, across the allocated phase or year groups
- ◇ Support with the planning and delivery of interventions to individual and small groups of children within allocated phase
- ◇ Prepare or adapt resources for individual children or small groups of children, within allocated phase
- ◇ Assess and record the attainment of individual children or small groups of children in specific areas of the curriculum, within allocated phase
- ◇ Be aware of and work towards the achievement of children's SEN targets and other individual targets
- ◇ Liaise closely with the class Teacher and SENCo to share information concerning children's progress, therefore working as part of a team.
- ◇ Keep informed of up-coming events, planning and roles in the classroom by meeting regularly with Class teacher.
- ◇ Provide general classroom supervision to allow the Class Teacher to focus on a particular group of children
- ◇ Maintain resources and displays within the classroom and phase environment.
- ◇ Contribute to Learning Journeys and maintain assessment records for pupils (EYFS TA)

Other duties:

- ◇ Contribute to the positive ethos of the school
- ◇ Extend own professional development through attending appropriate training sessions
- ◇ Attend Safeguarding training as required and take responsibility for ensuring children's safety
- ◇ Have a general duty of care and supervision towards all children in the school
- ◇ Attend single day trips as required, with any year group
- ◇ Consider attending residential school trips and days in lieu will be provided as recompense

- ◇ Attend 2 inset days per academic year as directed by the Head of school
- ◇ Attend all TA meetings
- ◇ Administer prescribed medicines to children as required
- ◇ Administer intimate care in accordance with school policies
- ◇ Carry out lunchtime duty every day and break duty as required (up to a maximum of 2x per week.)
- ◇ Administer first aid in accordance with training
- ◇ Engage with the performance management process in accordance with the academy policy

The above responsibilities are not exclusive and a Teaching Assistant may sometimes be required to carry out other reasonable duties.

Wallington Primary Academy Teaching Assistant Person Specification

E – Essential D – Desirable.

Evidence to be found in Interview, including lesson observation (I) or Application form (A)

Experience and Qualifications

- ◇ Experience of working with Primary age children as a Teaching Assistant.
- ◇ Experience of working with Primary age children with SEN E (A)
- ◇ Experience of working as part of a team. E (A/I)
- ◇ English and maths at GCSE level (grade C or higher) or equivalent E (A)
- ◇ NVQ2 or equivalent in a relevant area of study (E)

Skills and Abilities

The willingness and ability to support children's learning by:

- ◇ Working with individuals and groups of children E (I)
- ◇ Developing an understanding of children's individual needs E (A/I)
- ◇ Carrying out instructions reliably E (A/I)
- ◇ Taking responsibility for delivering specific intervention programmes D (A/I)
- ◇ Producing, preparing and adapting resources D (A/I)
- ◇ Assessing children's progress D (A/I)
- ◇ Keeping accurate records D (A/I)
- ◇ Contributing to planning and review meetings D (A)
- ◇ Communicating clearly with children and adults in speech and writing E (A/I)
- ◇ Working as part of a team E (I)
- ◇ Demonstrating a willingness to work across the Primary age range. E (A/I)
- ◇ Having a sound knowledge of safeguarding issues. E (A/I)

Qualities

- ◇ An enthusiasm for working with children and supporting their learning E (A/I)
- ◇ A commitment to developing children's full potential E (A/I)
- ◇ A commitment to further professional development D (A/I)
- ◇ Flexibility, a cheerful disposition, and a sense of humour D (I)