



## **BORINGDON PRIMARY SCHOOL JOB DESCRIPTION**

**Job Title:** Teaching Assistant  
**Location:** Across the Trust (Based at Boringdon Primary School currently)  
**Location:** Boringdon Primary School  
**Grade:** C  
**Hours:** 20 hours, 38 weeks a year, fixed-term contract

### **Job Purpose**

To work under the instruction/guidance of the SENDCo to undertake work/care/support programmes to enable access to learning and personal development for pupils and to assist the teacher in the management of pupils and in the management of the classroom.

The position primarily involves working one-to-one with a specific pupil to support their Education, Health and Care Plan.

The work may be carried out in the classroom or outside the main teaching area.

### **Accountabilities**

- To deliver and monitor the impact of interventions directly linked to Education, Health and Care Plan outcomes.
- To use online systems to record the impact of support and interventions.
- To attend multi agency meetings with school staff to assist in the development of targets and provision for pupils with Education, Health and Care Plans.
- Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities. For example, clarifying & explaining instructions, motivating & encouraging pupils individually and assisting in weaker areas of speech & language, reading, spelling, numeracy & handwriting. Administer routine tests e.g. spelling and undertake marking.
- To provide feedback to pupils in relation to progress & achievement.
- Attending to pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene which may include intimate care.
- To promote the acceptance and inclusion of all pupils including SEN pupils, encouraging pupils to interact with each other in an appropriate & acceptable manner.

- Consistently & effectively implement agreed behaviour management strategies, by promoting positive pupil behaviour, dealing promptly with conflicts & incidents and encourage pupils to take responsibility for their own behaviour.
- Assist the teacher with the planning of learning activities and assist with display of work.
- Providing additional nurture to individuals when requested by SENCo or class teacher.
- Undertake pupils record keeping which will include recording pupils' responses to top learning activities.
- Promote self-esteem & independence.
- Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils & liaise with parents.
- May be required to demonstrate own tasks to new starters or less experienced staff.
- May be required to assist in handling of small amounts of money related to school events, which are then handed to the admin team to process.
- To be willing to support playground & lunch time supervision.
- To accompany teachers & pupils on school trips when required.
- Undertake other duties appropriate to the grade of the post.

### **Demands**

- The job involves working from instruction but also requires use of initiative. Problems to be referred to SENDCo, Class teacher or SLT.
- Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards.
- Post holder may be periodically asked to assist with the display of pupils' work which may involve physical effort.
- There may be occasional emotional stress experienced through exposure to difficult child protection / welfare issues which may cause the child to become angry or upset.

### **Skills & Technical Competencies**

- Post holder will be required to use interpretation skills in order to solve straightforward problems.
- Post holder will be advising & guiding pupils daily. Effective written & oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.
- Keyboard skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier, printers, etc.

### **Working conditions**

- Post holder operates within classroom-based conditions where is regular background noise. There may be some exposure to environmental conditions when supervising pupils outside. There may be a need to deal with bodily fluids when providing personal care.

### **Whole School Responsibility**

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Follow all school and Trust policies and the staff code of conduct.
- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.
- To participate in training and performance development.
- This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. Post holder is expected to carry out the professional duties appropriate to the role as circumstances may require, under the reasonable direction of the class teacher, SENDCo & SLT.

## PERSON SPECIFICATION – TEACHING ASSISTANT

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications, References &amp; Reports</b>			
• NVQ level 2 or 3 (or equivalent)	<b>D</b>	<b>x</b>	
• GCSE pass in English & Maths	<b>E</b>	<b>x</b>	
• Satisfactory written references & health report	<b>E</b>		<b>x</b>
• Clear enhanced DBS check	<b>E</b>		<b>x</b>
<b>Experience</b>			
• Experience across primary year groups	<b>E</b>	<b>x</b>	
• Experience working with SEN children	<b>D</b>	<b>x</b>	
<b>Knowledge, Skills and Abilities:</b>			
• Experience of Read Write Inc.	<b>E</b>	<b>x</b>	
• Commitment to improving own knowledge & skills through training	<b>E</b>	<b>x</b>	<b>x</b>
• Understanding importance of Learning objectives	<b>D</b>		<b>x</b>
• Ability to run interventions following instruction from SENDCo & Class Teacher	<b>E</b>		<b>x</b>
• Ability to create & build effective working relationships with pupils, staff, parents, governors, and outside agencies	<b>E</b>		<b>x</b>
• Ability to motivate all children	<b>D</b>		<b>x</b>
• Ability to communicate effectively both orally and in writing	<b>E</b>	<b>x</b>	<b>x</b>
• Demonstrable knowledge of safeguarding & child protection responsibilities	<b>E</b>		<b>x</b>
<b>Personal Qualities:</b>			
• Ability to work independently and part of a team	<b>E</b>	<b>x</b>	<b>x</b>
• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	<b>D</b>		<b>x</b>
• Ability to work under pressure and prioritise effectively, remaining calm & flexible in approach	<b>E</b>		<b>x</b>

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

<ul style="list-style-type: none"> <li>• Show willingness to contribute to the whole school community, in and out of the classroom</li> </ul>	<b>D</b>	<b>x</b>	<b>x</b>
<ul style="list-style-type: none"> <li>• Energetic and positive with new ideas, plus a sense of humour</li> </ul>	<b>D</b>	<b>x</b>	<b>x</b>
<ul style="list-style-type: none"> <li>• Displays warmth, care, and sensitivity to pupils</li> </ul>	<b>E</b>		<b>x</b>
<ul style="list-style-type: none"> <li>• Clear understanding &amp; support for the of ethos &amp; values of our school</li> </ul>	<b>D</b>	<b>x</b>	<b>x</b>