

**Person Specification**  
**Oyster Park Primary Academy**  
**Teaching Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to GCSE standard with a minimum of grades 4 or A* - C in Maths and English or equivalent e.g. NVQ level 2 or similar</li> </ul>	<ul style="list-style-type: none"> <li>Early Years Child related Qualification at Level 3 or above</li> </ul>
<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience working with children in a school or nursery setting</li> <li>Knowledge of supporting children's learning through play</li> <li>Knowledge of relational behaviour management strategies.</li> <li>Good communication skills, both verbal and written</li> <li>Ability to engage and motivate young children</li> <li>Patience and empathy</li> <li>Good numeracy/literacy skills</li> <li>The ability to relate well with children and adults</li> <li>The ability to work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>General understanding of National Curriculum/Foundation Stage Curriculum</li> <li>Familiarity with SEN (Special Educational Needs) support</li> <li>Experience in creating stimulating learning environments</li> <li>Paediatric First Aid Certificate</li> <li>Confident use of technology</li> <li>Safeguarding training</li> <li>Understanding of Health and Safety</li> <li>Data Protection training</li> <li>Understanding of child development stages</li> </ul>
<b>Beliefs, Values and Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to ensuring the safety and welfare of children</li> <li>Commitment to upholding and promoting the ethos and values of the Academy</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to equality</li> <li>Energy, enthusiasm and drive</li> <li>Flexibility</li> <li>Attention to details</li> <li>Team Player</li> <li>Excellent role model for young people and for staff</li> <li>A sense of humour</li> <li>Willingness to support and contribute to school events in and out of school time</li> </ul>	

## Job Description

### Teaching Assistant

<b>RESPONSIBLE TO</b>	<b>Headteacher/Deputy Headteacher</b>
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#### OVERALL RESPONSIBILITY

- Work as part of a classroom and year group team in order to ensure its smooth running and accelerate the progress of the pupil, or pupils, you are assigned to
- Become familiar with and utilise a range of classroom strategies and diagnostic assessments to aid learning
- Support pupil learning, attend to pupils' personal needs and provide general support in managing pupils in the classroom
- Provide feedback to teachers after planned activities that reflect on the achievement of the children that you have worked with
- Work in small groups or 1-1 with specific children in order to help them progress in their learning
- Work with a wider inclusion team in order to support the children you work with to increasingly access mainstream curriculum

#### DUTIES

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters, ensuring their safety and access to learning
- To deliver physical management or therapeutic programmes under the guidance of a specialist where appropriate
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy
- To report to the teacher or line manager any pupil progress and achievements in accordance with school policy
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan
- To prepare the classroom as directed for lessons and to clear afterwards
- To assist with the display of work
- To provide general support with learning activities (e.g. literacy, numeracy, early years) to enable pupils to understand instructions and to ensure they remain on task
- To work with groups, pairs or individuals as directed by the class teacher
- To assess and mark, plan and prepare work as directed by the class teacher
- To assist with the maintenance of equipment and resources
- To assist pupils in using resources (e.g. ICT)
- To have some personal competency with Microsoft Office and be willing to undertake training for Smart Boards/Education software and online resources
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken with the post holder's contractual hours
- To participate in school visits, assisting with activities as required and leading small groups of pupils
- To undertake routine clerical duties including bulk photocopying

- To contribute to and follow Risk Assessments for the class/area employed in
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people

Other duties commensurate with the grade of the post as directed by the Headteacher

### **HEALTH AND SAFETY**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Undergo First Aid training and update courses
- Co-operate with the employer on all issues to do with Health, Safety and Welfare
- Support the School's implementation of all current statutory requirements e.g. Disability Discrimination Act, Access to Work, Equal Opportunities and Child Protection

### **CONTINUAL PROFESSIONAL DEVELOPMENT**

- In conjunction with the line manager, take responsibility for personal professional development keeping up to date with research and developments related to school efficiency, which may lead to improvement in the day-to-day running of the school
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post
- Maintain a professional portfolio of evidence to support the Performance Management process. Evaluating and improving own practice