

Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade: Post term: Hours:	Teaching Assistant Green Book Grade 4 Permanent
Responsible to: Line Managing: Work Base: Cost Centre:	Head Teacher NA Trust Schools Trust Schools

Job Purpose – To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom	
Main purpose of job	
- To support the classroom teacher with their responsibility for the development and education of all pupils. - To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the guidance of teaching staff/senior colleagues. - To support individual and groups of pupils as directed. - To work collaboratively with colleagues.	
Key Task – Support for individual pupil(s)	
- Attend to pupils' personal learning and welfare needs, and implement related personal programmes, including social, health and physical matters. This includes implementing any recommendations from outside agencies, e.g. Educational Psychologist - Support the pupil(s) ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities. - To establish a supportive relationship with the child(ren). - To develop methods of promoting/reinforcing a child's self-esteem and development of independence. - Prepare and maintain any relevant SEN resources.	
Key Task – Support for other pupils	
- Establish good relationships with all pupils, acting as a role model and being aware of and responding appropriately to individual needs. - Promote the inclusion and acceptance of all pupils. - Encourage pupils to act independently/ co-operatively as appropriate. - Support learning needs as directed by the class teacher. - Contribute to ongoing feedback and assessment procedures.	
Key Tasks – Support for Classteacher	
- Assist in preparation and display of pupils' work. - Be aware of pupil problems/progress/achievements and report to the teacher	

as agreed. • Undertake pupil record keeping and assessment notes as requested. • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. • Gather/report information from/to parents/carers as directed.
Key Tasks – Support for the curriculum
• Support pupils in understanding instructions. • Support pupils with learning activities across the curriculum. • Support pupils in using ICT as directed. • Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
Key Task – Support for the School
• Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate designated person. • Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Liaise with other professionals and special educational needs support agencies. • Attend relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of the pupil out of lesson times, including before and after school and at lunchtimes. • Accompany teaching staff and the pupil on educational visits, trips and out of school activities as required

Person Specification Teaching Assistant – Grade 4		
	Essential	Desirable
Qualifications Criteria	• 5 GCSEs or equivalent including English and Maths at least Grade C or above. • Evidence of further study in a related area/subjects (e.g.NVQ2) • Evidence of working in a primary school to support children’s learning.	• NVQ2 or NVQ3 in relevant field (e.g. supporting learning) • Experience of covering/teaching large groups of children or whole classes. • Experience of working across the primary school age range (EYFS/KS1/KS2) • Experience of working with a range of special educational needs and/or supporting children for whom English is an additional language. • First Aid trained.

Personal attributes	● Effective communication skills ● Team player – ability to work closely with colleagues ● Sense of humour ● High expectations of oneself and others ● Patience ● Open-minded and optimistic approach ● Ability to take initiative ● Eagerness to learn/ undertake professional development ● Responsive to feedback	
Other	● ODST takes safeguarding children seriously and the successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy.	