



JOB DESCRIPTION

Post title:	Teaching Assistant Primary Grade 2
Academy:	St Marys C of E Primary School
Working time:	Working days to be confirmed at interview
Pay range:	Grade 2
Reporting to:	Headteacher

Main Purpose of the job:

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

Key Responsibilities:

- Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary.
- Providing support for students with emotional, social and behavioural problems.
- Providing practical assistance in relation to other identified physical needs.
- Supervising and supporting pupils ensuring their safety and access to learning and play.
- Working to establish a supportive relationship with the children and parents/carers and families concerned.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.
- Encouraging pupils to act independently as appropriate.
- Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed.
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gathering/reporting information from/to parents/carers as directed.
- Working with and acting upon guidance provided by teachers and other professionals/outside agencies.
- Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money.
- Supporting pupils in their learning in all areas of the curriculum.
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
- Supporting pupils and teacher during PE and other practical activities.
- Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use.
- Assisting with the supervision of pupils at break times.

- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

General responsibilities:

- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Person Specification

Qualifications	Essential	Desirable
Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent or equivalent.	✓	
Or 2 years minimum satisfactory experience as a Teaching Assistant with evidence of INSET undertaken	✓	
First Aid Training, or willingness to complete it		✓
Experience		
Working in a school environment or other educational setting	✓	
Experience working with children / young people	✓	
Experience of planning and delivering learning activities	✓	
Supporting children with a wide variety of educational needs		✓
Preparing update assessments and Individual Education Programmes	✓	
Knowledge & Understanding		
An understanding of how children develop	✓	
Knowledge of how to support children in literacy and numeracy	✓	
Supporting children with SEND needs	✓	
Knowledge of moving and handling	✓	
Able to assess children's understanding of text, reading skills and their understanding of maths concepts	✓	
Knowledge of how to help adapt and deliver support to meet individual needs	✓	
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Knowledge of phonics and early reading	✓	
Dealing with confidential and sensitive information in accordance with data protection principles.	✓	
Skills		
Be able to provide strategies for spelling, reading, number skills and extend children's thinking skills	✓	
Skills and expertise in understanding the needs of all pupils	✓	
Using ICT to support learning within the classroom and whole school context	✓	
Active listening skills	✓	
Good literacy, numeracy verbal communication skills	✓	
Taking an active involvement in medium-term planning	✓	
Sensitivity and understanding, to help build good relationships with pupils and adults.	✓	
Ability to work independently as well as part of a team	✓	
Commitment to		
Enjoyment of working with children	✓	
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	✓	
Commitment to safeguarding pupil's wellbeing and equality	✓	
Updating professional skills and knowledge through continuing professional development	✓	



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Interpersonal Skills		
Resilient, positive, forward looking and enthusiastic about making a difference	✓	
Capacity to inspire, motivate and challenge children and young people	✓	
Self-motivation, flexibility and enthusiastic approach to work	✓	
The ability to remain calm in stressful situations	✓	
Providing support to other teaching assistants		✓