



Kingfisher
Schools Trust
Achieving Success Together

Teaching Assistant

Southtown Primary School

Opportunity, Community, Excellence



Job Description: Teaching Assistant



Reports To: Headteacher

Direct Reports: N/A

Grade: Grade D, point 5-6

Role Purpose:

- To provide learning support for individual and groups of pupils
- To encourage children to become independent learners
- To ensure the safety and welfare of the children
- To support the inclusion of pupils in all aspects of school life

Key Responsibilities:

- To support individual children and groups, under the direction of the class teacher introducing activities and using a range of strategies to support the children in their learning
- To help pupils to access the full curriculum
- To observe pupils' engagement and progress using the systems in place to provide the teacher with feedback on pupil progress
- To help to maintain individual and group records as necessary
- To liaise with and maintain effective working relationships with colleagues, parents and other professionals
- To help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside
- To provide care with regard to the physical welfare of pupils including self-care and other personal needs of children
- To promote good pupil behaviour in line with the school behaviour policy and/or individual pupil behaviour plans
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection.
- Adhere to the staff code of conduct / staff handbook.
- Undertake performance management, training and other professional development opportunities.
- The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive.
- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The job holder will be expected to seek advice and escalate more complex issues to senior members of staff.
- The post holder will need to use discretion as to when to escalate.
- 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

Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none">• GCSE Maths and English (Grade A-C) or equivalent	<ul style="list-style-type: none">• Evidence of recent continuing professional development, including Safeguarding training• Relevant professional qualification(s)
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none">• The ability to manage pupil behaviour and supervise the completion of work set by the teacher.• Self-confidence in decision making, and ability to be assertive when required.• Ability to work under the direction of a number of different people.• Ability to communicate with all levels of people.• Good communication skills.• To gain the respect of students through a manner of confidence and authority.• To organise own workload in the context of varied tasks	
<p><u>Skills and behaviours:</u></p> <ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity• High levels of discretion, confidentiality and awareness of data protection• Experience of working in a support capacity in a school or experience of working with young people in a learning environment.• Ability to undertake varied duties.• Knowledge of school structures and procedures.	
<p><u>Professional development:</u></p> <ul style="list-style-type: none">• Commitment to personal professional development	