

PERSON SPECIFICATION




JOB TITLE: Teaching Assistant

GRADE: 5

SCHOOL: ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • NVQ level 3 or equivalent • Experience of working in a primary school 	<ul style="list-style-type: none"> • Evidence of training and further professional development. • Experience of supporting children with additional needs. • Safe handling training
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to support the aims and ethos of our School • IT literate to a good level • Respect for confidentiality of information. • Ability to support children's learning on an individual basis and in small groups. • Ability to support and nurture young learners, including those with SEND. • Ability to communicate with children, colleagues and parents both verbally and in writing. • Ability to work effectively and collaboratively as part of a team. • Ability to work creatively and sensitively with children. • A commitment to the inclusion of all children. 	<ul style="list-style-type: none"> • An understanding of school practices and procedures which impact on children and their care.
Job Related Knowledge	<ul style="list-style-type: none"> • Knowledge of complex SEND • Understanding of how to adapt planning to meet the needs of individuals • Knowledge of National Curriculum 	<ul style="list-style-type: none"> • Recent experience of working with children is ASC • Ability to enable independent learning • Understanding of different learning, medial and behavioural needs
Personal Qualities	<ul style="list-style-type: none"> • Professionalism • Cooperation and flexibility • A positive, calm, enthusiastic and confident manner • Ability to remain confidential • Trustworthy, reliable and punctual • Initiative and self-motivation • Ability to work on own initiative. • Ability to work flexibly and adapt to change • Willingness to be an active member of the wider life of the school 	
Other Requirements	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Knowledge of child protection • Commitment to the health, safety and wellbeing of all • High expectations for all learners. • Commitment to high quality childcare and safety 	<ul style="list-style-type: none"> • First aid qualification

Note: Alderley Edge Primary is committed to safeguarding children and young people therefore all post holders are subject to appropriate vetting procedure. Appointment is subject to the completion of pre-employment checks which will include References (which will be taken up prior to interview), Health, Right to Work in the UK, DBS and a Declaration with regard to the Disqualification by Association Regulations.

JOB TITLE	Teaching Assistant					
RESPONSIBLE TO	Deputy Headteacher					
SUPERVISES	NA					
GRADE	Grade 5	Hours	6.5	Weeks	38	

JOB PURPOSE

To work with class teachers to raise the learning and attainment of pupils, promoting their independence, self-esteem and social inclusion. To give support to pupils, individually or in groups, so they can access the curriculum and take part in learning.

MAIN RESPONSIBILITIES

1	Working under the instruction/guidance of teaching or senior staff to undertake work/care/support plans, inside or outside the classroom:
2	<p>Teaching & Learning</p> <ul style="list-style-type: none"> • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) • Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning • Use effective behaviour management strategies consistently in line with the school's policy and procedures • Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment • Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment • Observe pupil performance and pass observations on to the class teacher • Supervise a class if the teacher is temporarily unavailable • Use ICT skills to advance pupils' learning • Undertake any other relevant duties given by the class teacher
3	<p>Planning</p> <ul style="list-style-type: none"> • Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role • Read and understand lesson plans shared prior to lessons, if available • Prepare the classroom for lessons
4	<p>Working with staff, parents/carers and relevant professionals</p> <ul style="list-style-type: none"> • Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher • Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision • Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers • With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with

	<ul style="list-style-type: none"> • Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers • Collaborate and work with colleagues and other relevant professionals within and beyond the school • Develop effective professional relationships with colleagues
5	Professional development
	<ul style="list-style-type: none"> • Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school • Take part in the school's appraisal procedures
6	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager
7	To actively promote the safeguarding and welfare of pupils at all times working in line with the statutory safeguarding guidance (eg: Keeping Children Safe in Education, Prevent) and the Trust and School Safeguarding and Child Protection Policies.
8	Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Main Responsibilities of the job.

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