



Old Hutton CE Primary School

Job description & person specification

– Teaching Assistant



Job Family Role Profile Level	<i>Grade 5</i>
Salary	<i>£20043 per annum, pro rata</i>
Date	<i>September 2022</i>

Purpose

- Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care by working with individuals or groups of pupils.

Key responsibilities

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses.
2. Motivate and encourage pupils; help them to develop independent learning skills.
3. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging / providing resources for lessons / activities.
6. Support pupils' social, emotional and physical wellbeing, reporting any concerns to the appropriate person. Be aware of and support difference and ensure equal opportunities for all.
7. Contribute to the overall ethos/work/aims of the school.
8. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
9. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
10. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
11. Take charge of admin tasks to support teaching and learning, including photocopying, filing, laminating, printing, recording pupil data and marking.

12. Appreciate and support the role of other professionals and members of the school community; establish constructive relationships and communicate information about pupils and activities with other agencies, professionals, parents and carers as required.
13. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.
14. Supervise pupils during break times and in after school activities / other events, as required, including off-site visits.
15. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance management / appraisal as required

Staff Management Responsibilities

- Some assisting of less experienced staff if required.

Resources Responsible for

- Daily maintenance of classroom resources.
- Equipment – stock control as required.

Job Working Circumstances

- The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
- Examples may include:
 - work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behaviour.
 - provide support and communication strategies as required e.g. specialist-prescribed programmes, Team Teach, use of specialist aids and equipment.
 - in accordance with an agreed EHCP / behaviour plan and following appropriate training as needed, support moving pupils when needed.

Person Specification

	Essential	Desirable
Qualifications	<p>Level 2 Childcare / Support Work / Teaching Assistance or equivalent.</p> <p>Qualifications in English and Maths (GCSE or equivalent).</p>	<p>A relevant Level 3 NVQ / QCF / diploma, or working towards Level 3.</p> <p>Degree.</p>
Knowledge	<p>Awareness of practices and procedures within education relating to the welfare, safety and education of children.</p> <p>General understanding of national curriculum and other basic learning programmes and strategies.</p> <p>Basic understanding of child development and learning.</p>	<p>Knowledge of SEND and strategies to support pupils with SEND in school.</p> <p>Knowledge of other services to young people, including SEND support services.</p>
Relevant Experience	<p>Working with or caring for children within a primary school setting, including pupils with SEND.</p>	<p>SEND 1-1 support, including children with EHCPs, behaviour needs, autistic spectrum, attachment, and/or communication difficulties.</p> <p>Work in a church school.</p> <p>Use of outdoor learning, forest school, outdoor education.</p>
Skills and Aptitudes	<p>Patience and resilience.</p> <p>Good communication skills.</p> <p>Ability to relate well to children and adults</p> <p>Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Good organisational skills</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Flexible approach and professional attitude to work.</p>	<p>Effective use of ICT to support learning.</p> <p>Creative ability.</p> <p>Additional skills and interests which could be used to enhance children's learning, including extra-curricular.</p>
Other	<p>Sense of humour.</p>	