PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title: Teaching Assistant

Reports to: Headteacher

Grade: Local Government Pay Scales, Level 6

Hours: 7 per day, 35 hrs per week, term-time only
Monday - Friday 8:30 am – 3:30pm with a 30 minute break for lunch at a time to be agreed with the Headteacher and other relevant parties.

Purpose of the Role:

Support the classroom teacher to facilitate the active participation of all children in the academic and social activities of the school, including the provision of adult-mediated support for children with EHCPs.

Main Responsibilities:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons and to meet the needs of individual children with EHCPs and small groups of SEND learners
- To work with a range of pupils across the school with the support of class teachers to enable all students to achieve their learning potential
- After training, and under the direction of the SENCO, plan, resource and lead interventions
- Establish and maintain supportive relationships with individual pupils and small groups to ensure they understand and can achieve the tasks
- Provide care and support for pupils, including attending to their emotional and/or physical care needs
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities
- Under the direction of the teacher, carry out any other pre-determined tasks to support pupil learning and socialisation
- Provide support at break time and lunch time as required

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Suggest areas where ICT might be used to enrich pupil learning

3. Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed
- Monitor and track progress and provide feedback to assist in developing Pupil Support Plans for children with SEN
- Contribute to the planning and evaluation of work programmes for individual pupils
- At some points in the school day, take responsibility for the organisation of the learning environment and resources, ensuring that these are well-ordered at the end of the day
- Develop classroom resources as required
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays
- Contribute to the management of pupil behaviour , including anticipating and taking action to prevent potential problems arising
-

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings and training when required
- Provide support for school events, e.g. school plays, events
- Provide first aid

This job description may, from time to time be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Person Specification

Essential

- Motivated by the opportunity to work with young children
- Able to take responsibility and show authority when engaging larger groups of children
- Passion for supporting children to achieve the best possible outcomes
- Punctual, reliable and trust worthy
- Commitment to child safety and welfare
- Commitment to professional development
- Ability to engage in an appropriate manner with children of ages ranging from 4 -11
- Qualified to Level 2, or in the process of achieving this in the very near future
- At least GCSE English and maths qualifications or equivalent

- Sufficient ICT skills to be able to support children in their learning evidenced by appropriate qualifications and/or past experience and/or references from previous employers
- Previous experience of working in a primary school or other childcare/education setting on either a paid or voluntary basis

Desirable

- Current Food Hygiene certificate
- Current First Aid certificate