# Job description: Teaching Assistant

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| **Location** | Judith Kerr Primary School |
| **Contract term** | Fixed term for 1 year |
| **Full time/term time** | 37.5 hours per week / Term time only plus 5 inset days |
| **Pay range** | NJC (Inner London) Point 1 |
| **Reporting to** | Headteacher, Class Teacher |

## Job purpose

To provide general support to the teacher in the management of pupils and the classroom. To contribute to the overall ethos, work and aims of the school. To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils.

## Main duties and responsibilities

* To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
* Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
* Provide support and assistance for children’s pastoral needs (e.g. dressing, going to the toilet, the changing of nappies.
* To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
* Prepare the classroom as directed for lessons, clear afterwards and assist with the display of pupils’ work.
* Undertake pupil record-keeping as requested by the teacher.
* Maintain awareness of pupil problems, progress and achievements, and report to the teacher as agreed and/or appropriate.
* Establish good relationships with pupils, acting as a role model, being aware of and responding appropriately to their individual needs, and encouraging pupils to interact with others and engage in activities with others.
* Prepare and maintain equipment and resources as directed by the teacher, and assist pupils in their use, including basic ICT equipment.
* Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing and filing.
* Support the teacher in managing pupil behaviour, reporting conflict and incidents in accordance with the school’s policies and procedures.
* Promote the inclusion and acceptance of all pupils.
* Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Accompany teaching staff and pupils on trips and school activities as required.
* Participate in training and development activities and programmes, and attend and participate in meetings, as required.
* Appreciate and support the role of other professionals.
* Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  + - child protection and safeguarding
    - health, safety and security
    - confidentiality, and
    - data protection
* Ensure all pupils have equal access to opportunities to learn and develop.
* Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

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

# Person specification: Teaching Assistant

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| **Qualifications and training** *Evidenced through: Application* | **Essential** | **Desirable** |
| GCSE Maths and English or equivalent | 🗸 |  |
| Previous experience of working with children | 🗸 |  |
| Knowledge of first aid |  | 🗸 |

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| **Experience/employment record** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| Understanding of matters relating safeguarding of children in terms of their health, safety, welfare and mental wellbeing | 🗸 |  |
| An awareness of matters relating to the confidentiality of information in relation to pupils, parents/carers and colleagues | 🗸 |  |

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| **Personal qualities** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| The ability to converse at ease with members of the public and provide advice and information in accurate spoken English | 🗸 |  |
| Ability to work as a member of a team | 🗸 |  |
| Ability to work flexibly, understanding information concerning the functions of the school | 🗸 |  |
| Ability to undertake supervision of children in a professional environment to ensure management of their behaviour | 🗸 |  |
| Ability to be organised and prioritise between conflicting demands | 🗸 |  |
| An ability to display positive social skills and encourage good behaviour in pupils | 🗸 |  |
| Understanding and commitment to the Council’s Equal Opportunities policy | 🗸 |  |
| Verbal and written communication skills appropriate to the need to communicate effectively with pupils, parents/carers and colleagues |  | 🗸 |
| Sound interpersonal skills to establish constructive working relationships with pupils, parents/carers and colleagues | 🗸 |  |