Job Description

Job Title: Teaching Assistant Level 3 - Permanent

Pay Scale: Grade 4

School: Crook Primary School

Role: To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable dedicated access to learning for all pupils and to assist the teacher in the management of pupils in the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties and Responsibilities

* To supervise and provide particular support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
* To provide intimate care assistance for children when necessary.
* To assist with the development and implementation of Individual Education plans and personal care programmes.
* To assist with the induction of children and parents.
* To promote the inclusion and acceptance of all pupils.
* To encourage pupils to interact with others and engage in activities planned by the teacher.
* To provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil’s work.
* To use strategies, in liaison with the teacher to support pupils to achieve their potential and to close the gap in learning.
* To assist with the planning of learning activities.
* To monitor pupil’s responses to learning activities and accurately record achievement/progress through observations and next steps of learning.
* To provide regular feedback to teachers about pupil’s achievement, progress, next steps of learning etc.
* To establish constructive relationships with parents/carers.
* To accompany teaching staff and pupils on trips and out of school activities as required and take responsibility for a group under the instruction of the teacher.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To contribute to the overall ethos/work/aims of the school.
* To work alongside other professionals.
* To attend and participate in relevant meetings and training as required.

Qualifications and Experience

* Minimum of a CACHE level 3 or equivalent

Skills and Abilities

* Has good communication skills.
* Has good organisational skills.
* Has the ability to work on own initiative and as part of a strong team.
* Has an affinity with children.
* Has a commitment to self-improvement and development.
* Good Literacy/Mathematics skills.
* Effective use of ICT.
* Ability to relate well to children, parents and other professionals.