

POST TITLE

Teaching Assistant

Teaching Assistants at Swansfield Park Primary School are expected to be highly effective practitioners who support outstanding teaching and learning.

Key Duties

Support for pupils	
1	Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
2	Supervise and support children in their access of learning.
3	Establish good relationships with pupils acting as a role model and responding to the needs of each individual child.
4	To actively promote inclusive practice within the classroom setting, to ensure acceptance of all children.
5	Encourage children to play and interact with one another.
6	Encourage children to engage in, and participate in learning activities lead by the class teacher
7	To encourage children to act independently as appropriate.

Support for teachers	
1	As directed by the class teacher: <ul style="list-style-type: none"> ● Prepare the classroom prior to a lesson ● Clear up after a lesson ● Assist with the display of pupils' work
2	Report to the classroom teacher, as agreed, on: <ul style="list-style-type: none"> ● Pupil problems ● Pupil progress ● Pupil achievements
3	Undertake the maintenance of pupil records as directed by the class teacher.
4	Support the teacher in the management of pupil behaviour.
5	Gather information from parents and carers as directed by the class teacher.
6	Provide information to parents and carers as directed by the class teacher.
7	Provide the classroom teacher with clerical and admin support, particularly: <ul style="list-style-type: none"> ● Undertaking bulk photocopying ● Word processing ● Filing ● Collecting money

Support for the curriculum

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| 1 | Help pupils to understand instructions |
| 2 | Support pupil learning with respect to all of the local and national learning strategies |
| 3 | Support pupils in their use of ICT as directed by the class teacher |
| 4 | Prepare and maintain equipment and resources as directed by the class teacher |

Support for the school

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| 1 | Comply with all school policies relating to: <ul style="list-style-type: none"> ● Health and Safety ● Equal Opportunities ● Child Protection ● Confidentiality ● Data Protection |
| 2 | Work in such a way that you promote the ethos and vision of the school |
| 3 | Participate in training and development and activities that contribute to the management of performance |
| 4 | Assist with the management of pupils outside the classroom e.g. break times, lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school management team |
| 5 | To undertake other duties and responsibilities as required commensurate with the grade of the post |

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

POST TITLE

Teaching Assistant

ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
Knowledge and Qualifications		
Good numeracy and literacy skills.	Level 2 or equivalent qualification in English and maths.	Application form Interview Ability tests
Understands and is familiar with effective teaching and learning strategies.	Completion of DfE Teaching Assistant Induction Programme.	
Experience		
Working with or caring for children of the relevant age	Basic clerical duties	Application form
	Working as a member of a team	
Skills and competencies		
Basic IT skills	Appropriate First Aid knowledge;	Application form References
Basic office skills: <ul style="list-style-type: none">● Photocopying● Filing		
Can relate well to both children and adults	Understanding of positive behaviour management	
Can work as a member of a team		
Physical, mental and emotional demands		
Ability to empathise and manage children with physical, emotional, behavioural and social needs		Interview
This is an active post involving periods of standing with some kneeling, bending and stretching.		
Need to remain alert to monitor pupil activity, learning and health and safety risks.		
Some pupil and family contacts may occasionally prove upsetting.		
Other		
Willingness to participate in training and personal development		Interview

ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
Reliability		
Demonstrates reliability over a sustained period of time e.g. during employment or during training.		Reference
Personal Attributes		
Be enthusiastic and determined.		Interview
Be flexible and resourceful.		
Ability to review and self-evaluate.		
Be patient and demonstrate sensitivity.		
Commitment to extra-curricular activities.		
Empathy and belief in equality and inclusion.		
Ability to work effectively as part of an outstanding team.		
A positive, pleasant attitude with a good sense of humour.		

Safe Recruitment Procedure

Swansfield Park Primary School is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined below.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS).

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Candidates will be expected to bring identification to the interview
2. Candidates will be subject to an in-depth interview
3. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from the previous and current employer / school, college or university will be taken up for shortlisted candidates before interview, and where necessary employers may be contacted to gather further information.