Created by TheSchoolBus

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| |  | | --- | | Rickleton Primary School **Teaching assistant job description** |  Employment details | |
| Job title: | Teaching assistant |
| Reports to (job title): | The headteacher and the special educational needs coordinator (SENCO) |
| Type of position: | Full-time (Term Time only) |
| Hours of work: | 37 hours per week |
| Grade | 3 |
| Job purpose:   * Support the teacher in the classroom and in preparation for lessons. * Support children in their educational and social development. * Provide extra support for pupils with special educational needs or disabilities. * Contribute to raising standards of pupils’ achievements | |
| Main duties/responsibilities | |
| Support children with their learning on an individual, class or small group basis. | |
| Help children who need extra support or challenge to complete tasks. | |
| Give extra support to children with special educational needs, disabilities or English as an additional language. | |
| Help the teacher to develop learning programmes and activities and adapt appropriate materials. | |
| Assist the teacher with marking and other administrative tasks, including maintaining/compiling pupils’ records and the assessment of individual pupils | |
| Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order. | |
| Raise awareness to teaching staff and SENCO of the strengths/area of concern of individual children | |
| Support the teacher in managing class behaviour. | |
| Supervise group activities. | |
| Look after children who are upset or have had accidents. | |
| Take part in training, meetings and reviews. | |
| Create displays from pupils’ work. | |

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| Develop knowledge of the learning support needs of individual pupils. |
| For the pupils you are supporting: |
| * Aid their learning as effectively as possible. |
| * Clarify and explain instructions. |
| * Ensure they are able to use any equipment and materials provided. |
| * Assist them in weaker areas such as language, behaviour and social skills. |
| * Help them to concentrate on and finish work set for them. |
| * Meet physical needs as required while encouraging independence. |
| * Assist with the development and implementation of ISP/EHC plans. |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher. |
| Support the use of IT and computing in learning activities and develop pupils’ competence and independence in its use. |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum. |
| Help out with school events, trips and activities. |
| Be an effective role model. |
| Build and maintain successful, professional relationships with children, parents/carers and staff. |
| Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local authority. |

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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| **Rickleton Primary School**  **Teaching assistant person specification** |

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualifications and experience | * Minimum level 3 childcare qualification or equivalent * Previous experience working with children. * Education to secondary school level at least. * Knowledge and understanding of child development and children’s and families’ needs. | * Higher level Teaching Assistant qualification * Previous experience working in a school setting | A, I, D |
| Organisation | * Ability to plan and organise. * Ability to recognise and identify problems. * Ability to record and pass on information accurately. | * Ability to cope with many roles/ responsibilities. * Understanding of the importance of parental involvement. | A, I, R |
| Special skills and interests | * Ability to encourage and enable others to develop their full potential. | * First aid, music, arts and crafts, computing. * Any extra interests related to childcare. | A, I |
| Disposition and attitudes | * Ability to build relationships and to lead and work as part of a team. * A friendly, helpful, caring and flexible approach. * Open-mindedness and patience. * A commitment to equal opportunities. * Ability to maintain confidentiality in all school matters. | * High levels of self-confidence. * Ability to relate well to other professionals. | I, R |
| Physical attributes and other circumstances | * Ability to physically fulfil the responsibilities of the post. * Willingness and ability to attend appropriate meetings and training. * Reasonable personal presentation. * Excellent punctuality. | * Flexible approach. | I, R |

**Evidence**

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview