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| Coxhoe Primary School  Teaching Assistant  Job Description |  |

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| **Post:** | Teaching Assistant |
| **Level:** | 3 Enhanced |
| **Location:** | Coxhoe Primary School |
| **Responsible To:** | Head Teacher/Senior Manager (Early Years Lead) |
| **Job Purpose** | To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils;  To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.  To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher and qualified teaching assistants in the management of pupils and the classroom. |

**Duties and Responsibilities**

**Training & Development**

* To attain the Level 3 qualification by attending tutorials and completing all assignments set.
* To attend training sessions as appropriate, this may include offsite training days
* To undertake responsibility for improving your own practice through observation of more experienced colleagues, participating in all available training opportunities, coaching, working with a mentor, self evaluation & performance management, including the school’s training days

**Support for Pupils, Teachers and the Curriculum**

* Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
* Under supervision, assist with the physical management and personal care needs for children (including basic First Aid, where appropriate);
* Awareness of and work within school policies and procedures;
* Establish constructive relationships with parents and carers, promoting the school’s policies;
* Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
* Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate;
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
* Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
* Under the guidance of a teacher monitor, assess and record pupil progress/activities;
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
* Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
* Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
* Support pupils with SEND needs as appropriate;
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
* Contribute to pupils plans and reports;
* Support the work of volunteers and other teaching assistants in the classroom;
* Support the use of ICT in the curriculum;
* Work with pupils not working to the normal timetable using Teacher’s planning.
* Undertake pupil record keeping and maintenance of records as requested;
* Invigilate examinations and tests;
* Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
* Assist in escorting and supervising pupils on educational visits and out of school activities;
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
* Maintain a clean, safe and tidy learning environment;
* Support children’s learning through play and planned learning activities;
* Listen to children read, read stories and tell stories to individuals or groups of children;
* Support pupils in developing and implementing their own personal and social development;
* May be asked to administer medications subject to agreement and in line with school policy;
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
* Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
* Monitor and manage stock and supplies for the classroom.

**Support for the School**

* Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
* Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
* Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
* Contribute to the overall ethos, work and aims of the school;
* Maintain good relationships with colleagues and work together as a team.
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
* Participate in training and other learning activities and performance development as required;
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Person Specification

Teaching Assistant Apprentice

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|  | **Essential Criteria** | **How Assessed** |
| **Education & Qualifications** | * 5 GCSEs, grade A-C (or equivalent), including English and Mathematics and ICT. * Outstanding candidates who do not have requested GCSE (or recognised equivalent) may be considered but they must achieve it by the end of the apprenticeship in order to receive the Level 3 qualification. * Experience of working with children in a primary school. | Application Form, Certificates & References |
| **Experience, Skills and Knowledge** | * Commitment to developing an excellent understanding of a child’s development and learning * Commitment to developing an understanding of working with children with a range of additional educational needs. * Commitment to gaining an understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role. * Commitment to developing an understanding of national/ EYFS curriculum and other relevant learning programmes/strategies. * A good understanding of ICT. * Good communication skills. * Good organisational skills, ability to show initiative. | Application Form, Interview & References |
| **Personal Qualities** | * Ability to motivate and encourage children to meet their targets for learning and/or behaviour. * Ability to build effective relationships with pupils’ families, liaising sensitively & effectively with them, recognising your role in pupils’ learning. * To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * To be a good role model. * Emotional resilience in working with a range of challenging situations. * Ability to demonstrate patience with firmness. * To constantly improve own practice/knowledge through reflection, self-evaluation and learning from others. * Have a willingness to demonstrate commitment to the values and ethos of the school. | Application Form, Interview & References |
| **Work Circumstances** | * To work flexibly as the workload demands. * Occasional out of hours working to support school functions. * This post is subject to safeguarding and qualification checks. | Interview & References |

*Coxhoe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.  
  
Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the “disqualification by association” declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration.*