

St Mary's CE Primary School



Teaching Assistant Job Description and Personal Specification

POST TITLE:	Foundation Stage Teaching Assistant				
GRADE:	Grade F SCP 7-8	SALARY:	£13,287 to £13,553	HOURS:	30 hours Term time no PD days
LOCATION:	St Mary's CE Primary School				
RESPONSIBLE TO:	Head Teacher				
JOB PURPOSE: The main objectives to be achieved by the Post holder					
Is able to follow plans and deliver 1:1 intervention and group teaching Has experience of working with children with SEN Is an outstanding, experienced Teaching Assistant Is dynamic and creative in order to be able to engage, inspire and challenge all learners Has very high expectations of what can be achieved by delivering consistently high quality learning opportunities Has energy, enthusiasm and a sense of humour Is highly organised and flexible with excellent interpersonal and communication skills Has the ability to work on their own initiative and as part of a team Has a willingness to learn and develop existing skills					
MAIN ACTIVITIES:	What the Post holder will actually do What prescribed duties the post holder will have				
Support for Pupils <ul style="list-style-type: none">- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.- To undertake activities in order to monitor the personal social and emotional needs of pupils.- To develop positive relationships with pupils to promote pupil progress and attainment.- To assist in the devising of pupil's individual targets and their monitoring and review.- Support pupils as part of a planned inclusion programme- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.- To assist in the development of varying skills that support pupils' learning.- To assist in the specific medical/care needs of pupils when specific training has been undertaken. Support for the Teacher <ul style="list-style-type: none">- To monitor and record pupil progress and developmental needs.- To produce relevant classroom resources.- To undertake classroom administrative tasks including the maintenance of records.- To assist in pupil supervision and assist in the management of pupil behaviour.- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.- To provide information to the class teacher to assist in the planning of work programmes.- To liaise with the school's nominated person in respect of pupil absence.- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work					

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
Please note this is a temporary position which may become permanent

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Personal Specification Form



Post Title - Teaching Assistant - Level 2

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent) Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E E	Application form Application form
Experience Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging Behaviour	E E D D	Application form/interview Application form/interview Application form/interview Application form/interview
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E D D D E D E E	Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview Interview
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E E	Interview Interview
Special Requirements Experience of Primary Age Children	E	Application Form/Interview