KINGSLEY PRIMARY SCHOOL
JOB PROFILE

TEACHING ASSISTANT

GRADE – Band 5 point 5

LINE MANAGER – Nicola Barrass

LOCATION – Kingsley Primary School

GENERAL CONDITIONS OF SERVICE

This is related to the general contract received from Hartlepool Borough Council in relation to the Teaching Assistant's roles and responsibilities.

JOB DESCRIPTION

To work under the specific supervision, direction and guidance of the class teacher to support the teaching and learning activities in the classroom. The role holder will provide general support to the class teacher in the organisation and management of pupils and the classroom and assist in maintaining a purposeful, orderly and supportive learning environment. The role holder will be responsible for promoting and safeguarding the welfare of the children within the school and promoting the inclusion of all pupils, ensuring they have access to opportunities to learn and develop.

MAIN RESPOSIBILITIES

- Assisting individuals and/or groups of pupils to carry out pre-planned programmes and interventions planned by the teacher.
- To work as part of a team ensuring that all pupils including those with SEND are safe at all times.
- To support the teaching and learning of pupils within the school including those with SEND.
- To provide assessment feedback to teachers on pupils in relation to progress and achievement.
- Assisting in the preparation of reports on pupils via verbal feedback to teaching staff.
- To engage with pupils as directed by the school in line with the overall goals of the school and the needs of the pupils.
- Assisting in the preparation and reproduction of learning materials.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and setting up displays.

- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Assisting in the supervision of pupils in school and in the playground/school grounds.
- Accompanying teachers and/or senior colleagues and pupils on educational visits and assisting in the supervision of pupils.
- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.

GENERAL REQUIREMENTS

- Attendance at and participation in training and development activities and schemes of assessment, professional development and review.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and outside agencies.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- An effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils where necessary.
- To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the Governing body and/or local authority.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Recognise own strengths and expertise and use these to advise and support others.

Experience	• Experience working with children in a school, primary setting or within the community.
Qualifications	• Minimum NVQ Level 3 Teaching Assistant or above or equivalent qualifications. • Good Numeracy and Literacy Skills – GCSE grade C or above.
Knowledge/Skills	• Effective use of ICT packages/software • Use of equipment/resources to support learning • Full working knowledge of relevant policies/codes of practice – SEND Code of Practice, Safeguarding etc. • Ability to relate well to children and adults with a professional manner. • To have the ability to develop strategies to deal with behaviour. • Ability to use initiative and have good communication skills. • Understanding of Autism Spectrum Disorders. • Work constructively as part of a team, understanding school roles and responsibilities

	and your own position within these. • Ability to identify own training and development needs and co-operate with requests to complete further training course to support personal development.