



Sir John Cass's Foundation
Primary School

Headteacher: Mr T Wilson

JOB DESCRIPTION

Teaching Assistant (Grade B)

Role	Break	No of Posts	Grade	Hours	Total hours	Weeks per year
Teaching Assistant (B)	30	1	B	4 days - 8:45am to 3:45pm 1 day - 8:45am to 4:30pm	33.25	39

Sir John Cass's Foundation Primary School

The postholder will report to the Headteacher / Deputy Headteacher for overall general management

Responsible to Specialist Teaching Assistant and / or Class teacher for day to day operational matters.

COL Grade: B

Key responsibilities

- To provide support for pupils, the teacher and the school in order to help achieve an exceptional education for every child.
- To encourage pupils to become independent learners
- To provide support for their welfare and inclusion in all aspects of school life.
- To work under the guidance of teaching/senior staff and within an agreed system of supervision,
- To implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.
- To supervise and lead activities for children before/school, at lunchtime and playtime where required.
- Use IT systems and technology confidently including SIMS.
- Undertake general clerical/organisational support for the teacher.
- Support and enhance the Christian ethos of the school.

Sir John Cass's Foundation Primary School
St James's Passage, Duke's Place, London, EC3A 5DE
0207 283 1147
www.sirjohncassprimary.org

A voluntary aided Church of England primary school in the heart of the City of London

Key duties

1. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
2. Mounting displays of pupils work under the direction of the teacher.
3. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
4. Assisting with the planning of learning activities on a regular basis
5. Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
6. Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
7. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
8. Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
9. Administering routine tests, invigilating exams and undertaking routine marking of pupils work
10. Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.
11. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
12. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
13. Establishing constructive relationships with pupils and interacting with them according to individual needs
14. Promoting the inclusion and acceptance of all pupils
15. Encouraging pupils to interact with others and to engage in activities led by the teacher
16. Setting challenging and demanding expectations and promoting self-esteem and independence
17. Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher
18. Supervising and leading activities with of pupils out of lesson times, including before and after school, at lunchtimes and out of term time as required and under the direction of the Head Teacher Deputy Head Teacher/ Class Teacher / Specialist Teaching Assistant and agreed policies.
19. Supervising pupils on visits, trips and out of school activities as required and as in accordance with agreed policies.
20. Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
21. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
22. Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
23. Appreciating and supporting the role of other professionals
24. Participating in training and other learning activities and performance development as required
25. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed.

- 26. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- 27. Undertake regular Child Protection training at a level commensurate with the role
- 28. Carry out duties and responsibilities in accordance with the LA, diocese and school policies.

Please note: duties and responsibilities may be varied by the head teacher according to the needs and priorities of the school at any time. Key roles and responsibilities are reviewed annually.

This job description was agreed by the post holder and the Head teacher on behalf of Sir John Cass's Foundation Primary School governing body on: _____

Post Holder: _____ Headteacher: _____

PERSON SPECIFICATION

Teaching Assistant (Grade B)

Sir John Cass's Foundation Primary School

COL Grade: B

Category	Requirements	Essential/ Desirable
Education/Training	Demonstrable level of proficiency in English and Mathematics which enables effective support to be given to children (by test)	Essential
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential
	Willingness to participate in other development and training opportunities	Essential
	NVQ 3 for Teaching Assistants or equivalent qualifications/ demonstrable effective practice.	Essential
	Training in the relevant learning strategies e.g. literacy	Desirable
Experience	Working with or caring for children of relevant age	Essential
Knowledge	Basic understanding of child development and learning	Essential
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Desirable
	General understanding of national/foundation stage curriculum and other basic learning programmes	Desirable
Safeguarding	Demonstrable working knowledge of applying child protection and safeguarding procedures.	Essential
Skills/Abilities	Ability to effectively use ICT to support learning, or to undertake training to do so	Essential

	Ability to use other technology confidently to support learning including SIMS.	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential
	Ability to relate well to children and adults	Essential
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within those	Essential
	Have an understanding of and support the aims and ethos of a Church of England school site, which serves a multi-faith/cultural community.	Essential