

Hotham Primary School

Teaching Assistant - G1

Grade: Grade: Scale 1C Spine Point 8/9

Purpose of the Job

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Responsibilities

1. SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

2. SUPPORT FOR THE TEACHER

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems, progress and achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather and report information from and to parents or carers as directed
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

3. SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
- Support EAL pupils in accessing the curriculum

4. SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Person Specification

1. EXPERIENCE

- Working with or caring for children of relevant age

2. QUALIFICATIONS

- Good numeracy and literacy skills
- Completion of DfES Teacher Assistant Induction Programme or equivalent qualifications
- Willingness to participate in development and training opportunities

3. KNOWLEDGE AND SKILLS

- Basic knowledge of first aid
- Use basic technology – computer, video, photocopier etc.
- Ability to relate well to children and to adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- An understanding of the schools equal opportunities policy and how it is implemented
- Proficient use of French would be an advantage