



## **Holdbrook Primary School & Nursery**

### **Job Description - Lower KS2 Teaching Assistant**

#### **Purpose of the Role**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

#### **Accountability**

The post holder is managed either by a member of the school's senior management team, a teacher or by a more senior teaching assistant. The post holder works under the day-to-day supervision of the teacher to whom he/she is assigned.

#### **Key responsibilities**

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- Assist in the running of daily Breakfast Club
- Record basic pupil data
- Assist with break-time and lunchtime supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- To be aware of and comply with Holdbrook School's health and safety policies.
- To be aware of and comply with the Holdbrook School's safeguarding policies.
- To be aware of and comply with responsibilities under the Data Protection Act

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



## **Person Specification – Lower KS2 Teaching Assistant**

<b>Knowledge</b>	<b>Competencies</b>
NVQ level 2/3 (or equivalent)	Communication (written and verbal)
Maths & English - at least C grade	Problem Solving
Basic knowledge of ICT	Team working
Awareness of Health, wellbeing and safety	Active Listening
Awareness of keeping children safe	Motivation
Awareness of Data protection and confidentiality	
Basic knowledge of First Aid	
Understanding of the Schools ethos and values	