



## JOB DESCRIPTION

Main conditions of service and full job description evaluated according to the Council's job evaluation scheme

### Duties Include:

**Teaching and learning** – under the direction or instruction of the teacher or line manager to work with individual pupils or small groups to facilitate their learning and support the general care of all pupils. Support access to learning for all pupils and provide general support to the teacher in the management of pupils and the classroom.

**Break & Lunchtime activities:** to work as part of a team of Support staff that focuses, leads and develops appropriate games during playtimes and assist children during lunchtime, inside the school, the lunch hall and playgrounds, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner

**Grade:** Scale 2

**Pay Points:** Spinal Column Points 12-13

**Working Pattern:** Term-time only: **39 weeks per year** (*incl 5 Training Days*)  
Full time hours: **36hrs per week**.

**Conditions of Service Applicable:** NJC for Local Government Services (Green Book)

**Annual Leave:** The annual leave year is the 12 month period beginning 1 April each year. For TTO staff an allowance is made in the TTO notional pay and hours' calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.

### Revised annual leave entitlement from 1 September 2011 adopted by the Governing Body

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
12 – 21	Scales 2, 3 and 4	24	28

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

**Responsible to:** KS2 Class Teachers & Deputy Head





**TEACHING ASSISTANT**  
**Main Focus – KS2 Support**

**Purpose of the Job**

To work across a KS2 class and be responsible under the instruction and guidance of the class teachers to provide support to pupils.

**Main Responsibilities**

**1. PUPIL SUPPORT:**

- To work with individual children and groups of pupils to develop English and Maths.
- To work with individuals or groups of pupils to develop talking, reading and writing
- To be individually responsible for promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with.
- Supervise and support pupils ensuring their safety and access to learning, including those with special needs.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate and set challenging and demanding expectations that will promote self-esteem and independence.

**2. TEACHER SUPPORT:**

- To actively participate in planning related activities with the class teacher and providing regular feedback in relation to pupil progress and achievement
- Prepare the classroom or outdoor learning areas as directed for lessons and clear afterwards in order to maintain a purposeful, orderly and productive working environment
- Maintain records as requested
- Undertake structured English, Maths and other activities and teaching programmes as required by the class teachers
- Ensure the health and safety and good behaviour of pupils at all times.
- Administer routine tests and undertake routine checking of pupils' work as required
- Provide basic clerical and administrative support e.g. photocopying, filing, collecting and taking money to the School Office.

**3. CURRICULUM SUPPORT**

- Be responsible for the timely and accurate preparation and use of resources and materials.
- Monitor and manage stock of resources, equipment and supplies as required.
- Develop own competence in the use and maintenance of basic IT equipment and key resources in order to support pupils competence and independent learning.
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

#### **4. BREAK & LUNCHTIME SUPPORT**

- Actively participate with the children in the playground
- Be proactive and able to use initiative to devise and teach new games and play activities for children
- To set up play equipment in the playground and ensure all play equipment is tidied away and stored neatly in correct boxes
- To ensure equipment remains in set zones
- Encourage children to join in activities and to remind children about zones
- Ensure storage areas are kept tidy
- To review and rotate activities available for children
- To show children how to look after the equipment
- To report any loss or damage to play equipment to Office staff.
- To monitor and respond to any safety or behaviour issues following school policies
- Encourage children to be polite whilst eating their lunches and interacting with other children and staff
- Assist children who are having difficulties having their lunch and continually promote good table manners
- To promote healthy eating by encouraging and praising children choosing fruit and vegetables
- Encourage children to be independent in clearing up.

#### **5. SCHOOL SUPPORT**

- Awareness and compliance with School policies and procedures relating to:
  - i) Safeguarding and Child Protection
  - ii) Health, Safety and Security
  - iii) Confidentiality and Data Protectionand reporting all concerns to an appropriate person.
- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organization.
- Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- Contribute to the overall ethos, work and aims of the school
- Attend relevant meetings as required including regular planning meetings with class teachers.
- Undertake necessary CPD (Continuing Professional Development) to develop Maths skills and participate in any other training, learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times e.g. clubs or extra-curricular activities as required.

## PERSON SPECIFICATION

### 1. EXPERIENCE

- Working with children of relevant age
- 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.
- Ability to use resources and basic technology and software as tools to support the teaching and learning of English

### 2. QUALIFICATIONS

- |   |             |
|---|-------------|
| • NVQ2 (or above) or equivalent qualification or experience in relevant discipline- | Desirable   |
| • GCSE Maths Grade C (or above) or equivalent                                       | Desirable   |
| • GCSE English Grade C (or above) or equivalent                                     | Essential   |
| • Willingness to participate in development and training opportunities              | - Essential |
| • First Aid or Paediatric First Aid Qualification                                   | Desirable   |

### 3. KNOWLEDGE AND SKILLS

- Ability to explain and impart an understanding of basic phonics, reading and writing skills
- Consistent use of standard English including correct grammatical forms when interacting with pupils
- Competent use of technology – laptops, tablets, printer/photocopier, camera etc.
- Ability to communicate and relate in a professional way to pupils, parents and staff
- Ability to demonstrate high levels of emotional wellbeing, remaining calm in the face of any challenge and to disregard non-work issues during contracted hours
- Work constructively as part of a team, understanding classroom roles and responsibilities and acting pro-actively to complete tasks at a good pace
- Ability to prioritise and organise own workload in order to meet the diverse needs of the working day
- Ability to follow instructions accurately ensuring learning outcomes are optimal
- Excellent communication skills with adults and pupils, verbally and in writing, including email
- Ability to motivate, inspire and have high expectations of pupils
- Have a creative approach to problem solving
- An understanding of the school's equal opportunities policy and how it is implemented.