**Granard Primary School**

**Teaching Assistant**

**Job Description**

**Purpose of the Job**

To work with individual children or small groups, under the direction or instruction of the teacher. To supervise the physical and general care of children, including those with SEN. To support children in their learning and provide general support to the teacher in the management of children and the classroom.

**Main Responsibilities**

* 1. **Support for Children**
* Attend to the children’s 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 children ensuring their safety and access to learning
* Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all children
* Encourage children to interact with others and engage in activities led by the teacher
* Encourage children to act independently as appropriate
* Supervise children at break times and lunchtimes
* Actively encourage children to play constructive games during break times
* Carry out lunch duties, including setting up, clearing away, wiping down tables and encouraging children to eat
1. **Support for the Teacher**
* Prepare the classroom as directed for lessons, clear away afterwards and assist with the display of children’s work
* Be aware of children’s problems, progress and achievements and report to the teacher as agreed
* Undertake children’s record keeping as requested
* Support the class teacher with agreed learning and behaviour management strategies
* Promote positive child behaviour and encourage conflict resolution in line with school policy, reporting difficulties as appropriate
* Deliver programmes such as occupational therapy, speech and language therapy and social communication, adapting them according to children’s IPPs if necessary
* 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.
1. **Support for the Curriculum**
* Support children to understand instructions
* Supporting children in undertaking English and numeracy tasks as directed by the teacher
* Supporting children in using ICT as directed
* Prepare and maintain equipment and resources as directed by the teacher and assist children in their use
1. **Support for the School**
* Promote good speech and language skills
* 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 children 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 and continuing professional development sessions (CPD) as required, including INSET days
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of children out of lesson times, including before and after school
* Accompany teaching staff and children on visits, trips and out of school activities as required
* To 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 organisation
* To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To 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 undertake other duties, appropriate to the post, as may be required from time to time
* Support teachers with assessments and testing including:
	+ Supervise children taking non-statutory tests
	+ Supervise children who have missed tests
	+ Act as reader for children during tests

**Teaching Assistant**

**Person Specification**

(Your application must cover and evidence each point in regard to the following criteria)

1. **Qualifications, Training and Experience**
* Experience of working with children of relevant age
* Preferable qualification in childcare e.g. NNEB, NVQ or other relevant qualification or certification
* English and Maths GCSE Grade A-C or equivalent
* Willingness to participate in development and training opportunities
1. **Professional Knowledge, Skills and Abilities**
* Ability to promote the vision and aims of our school
* Basic knowledge of the National Curriculum
* Basic knowledge of First Aid
* Ability to be organised and creative
* Experience of using basic technology – computers, videos, photocopiers etc.
* Ability to relate well to children and adults
* A well-developed sense of responsibility
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within this
* Ability to carry out teacher directed tasks and pupil interventions
* An understanding of the school’s Equal Opportunities Policy and how it is implemented
* Ability to lead small group work and occasional whole class work
* Knowledge and experience of working with children who may have challenging behaviours
* Ability to work in liaison with parents and a variety of professionals
* Good communication, speech and language skills
* Willingness to participate in training and development
1. **Personal Characteristics**
* Ability to remain calm in challenging situations
* Ability to uphold confidentiality at all times
* Ability to be flexible
* Ability to use initiative
* Enthusiasm for the role