



Addison Primary School
Addison Gardens,
Hammersmith,
London W14 0DT
Telephone: 020 7603 5333
E: admin@addison.lbhf.sch.uk

Head Teacher: Mr D Mc Garrigle

Teaching Assistant

Salary: Scale 3

Required: September 2018

Join our dedicated and welcoming staff team who successfully support and promote children's learning at Addison Primary School. Our children are hard-working, polite and enjoy school. They reflect the vibrant, diverse multi-cultural community that we serve.

We are seeking to appoint a Teaching Assistant for the **Early Years** to provide general support. Knowledge and experience of working with children in a school environment with experience of supporting children with difficulties in learning is essential.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and appointment will be conditional upon satisfactory checks of police records via an enhanced DSB check and satisfactory references. We welcome applications from all sections of the community, regardless of age, gender, ethnicity, religion, disability or sexuality.

Contact Sarah Brock for an application form.

Only applications submitted on the school's application form will be considered.

Email applications to: rparveen5.205@lgflmail.org

Closing date: **Friday 6th July**

Interviews: **Wednesday 11th July**

Contact details:

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TEACHING ASSISTANT GRADE: Scale 3

JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

DESCRIPTION OF DUTIES

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To aid the pupils to learn as effectively as possible, both in small group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
3. To assist, with the class teacher (and other professionals e.g. SENCO, Learning Mentor as appropriate), in the development of a suitable programme for pupils who need learning support.
4. In conjunction with the class teacher and other professionals to establish a supportive relationship with pupils and develop/promote self-esteem where appropriate.
5. To assist teaching staff in the delivery of the national literacy and numeracy strategies within the school and by contributing to planning and monitoring of progress.
6. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
7. To ensure resources are available and suitable for activities.
8. In conjunction with the class teacher (and other professionals as appropriate) to develop and maintain a system of recording pupil's progress.



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9. To participate in the evaluation of the support programme e.g. attending meetings in school time.
10. To provide regular feedback about the pupils to the teachers.
11. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
12. To contribute to reviews of pupil's progress, as appropriate.
13. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
14. To undertake general clerical and administrative work, including filing and photocopying and the administration of coursework.
15. To administer first aid and medication for pupils, under direction, where appropriate training has been provided.
16. To attend relevant in-service training.
17. To be aware of school procedures and comply with these.



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Person Specification for Teaching Assistant Selection Criteria

Essential	Desirable
Experience <ul style="list-style-type: none"> Experience of teaching in either EYFS, Key Stage 1 or 2 Training and experience of delivering an intervention programme 	<ul style="list-style-type: none"> Experience in all key stages
Qualifications <ul style="list-style-type: none"> GCSE (or equivalent) Grade C or above in Maths and English 	<ul style="list-style-type: none"> Qualifications from further and/or higher education first-Aid at work certificate
Knowledge <ul style="list-style-type: none"> Knowledge and understanding of a broad, balanced and relevant curriculum Knowledge and understanding of children who may have learning difficulties A secure understanding of the processes by which children learn Ability to differentiate and adapt the curriculum to meet the needs of children with special educational need Understanding and use of assessment to inform future learning and teaching The promotion of good behaviour through demonstrating sound values 	<ul style="list-style-type: none"> Interest or aptitude for art, music or ICT An understanding of a whole school approach to improvement and raising standards Ability to assess a pupils' progress and plug gaps in their knowledge
Personal Qualities <ul style="list-style-type: none"> A caring ethos Sound values A commitment to working alongside the class teacher and senior leaders A commitment to working co-operatively in a team situation An enthusiastic, caring and flexible Using initiative & being organised Enthusiasm to learn new knowledge & skills relating to raising achievement To be able to liaise & act on advice from senior members of staff 	<ul style="list-style-type: none"> A sense of humour An ability to inspire and motivate children To be able to think strategically