



Arnhem Wharf
Primary School

JOB DESCRIPTION		
POST TITLE: Teaching Assistant (Foundation Level)	POST NO:	GRADE: APT & C Scale 2
DIRECTORATE: Education	NAME OF SCHOOL:	LOCATION:
RESPONSIBLE TO: SENCO/Inclusion Co-ordinator /Class Teacher/EMA Co-ordinator STAFF SUPERVISED: N/A RESPONSIBLE FOR: N/A		
PURPOSE OF THE JOB: To support teaching and learning in order to raise the standard of children's/students' achievement, particularly in literacy and numeracy.		
MAJOR DUTIES AND RESPONSIBILITIES: <ol style="list-style-type: none">1. To work with individual children/students and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.2. To contribute to records of children's/students' progress and achievements, as agreed with the class teacher/SENCO/EMTAG Co-ordinator3. To contribute to the class teacher's planning for individuals and groups.4. To provide practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning.5. To provide care with regard to the physical welfare of children/students		
JOB ACTIVITIES: <ol style="list-style-type: none">1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/SENCO.EMTAG Co-ordinator.2. To support the organisation of the learning environment, including the production, maintenance and storage of resources.3. To meet regularly with the Class Teacher/SENCO/EMTAG Co-ordinator during contracted hours to discuss children's/students' progress and to plan and review support.4. To attend formal meetings during contracted hours to discuss children's/students' progress with parents and other professionals as part of the relevant staff group.		

5. To support the school's aims and ethos.
6. To familiarise with, activity support and comply with all the schools' policies and procedures e.g. Health and Safety, Equal Opportunities, Child Protection, Behaviour
7. To undertake supervision of playground activities as directed by the Headteacher.
8. To undertake care tasks related to children's/students' physical welfare in accordance with LEA guidance and procedures.
9. To accompany children/students and teachers on educational visits and trips during contracted hours.
10. To actively participate in the school's performance management scheme, as specified in school policy, meeting regularly with the postholder's line manager, in accordance with the scheme, ensuring that performance standards/targets are met within the agreed time scale.
11. To undertake other relevant and appropriate training during contracted hours, as identified with the line manager at a Performance Management Review.
12. To undertake other similar duties commensurate with the grade, provided such duties are within the competence of the postholder.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

PERSON SPECIFICATION

Teaching Assistant

1. The ability to work as part of a team
2. The ability to communication effectively with individual's and groups of children, teachers, parents and other members of staff
3. The ability to establish and maintain effective working relationships with teachers and other members of staff
4. The ability to accept guidance and direction from teachers
5. The ability to distinguish between the roles and responsibilities of the Teaching Assistant and the class Teacher
6. The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence
7. Awareness of how pupils learn and the various factors which effect their learning
8. Awareness of the need to show respect and value of pupils as individuals
9. An understanding of commitment to inclusive education
10. A willingness to undertake paid training to develop job related skills and seek to achieve NVQ lever 2 qualification (or its equivalent)
11. A sympathetic approach to parents and an understanding of the need for confidentiality
12. A commitment to the Authority's Equal Opportunities Policy
13. Be prepared to work throughout the school with any age group
14. The ability to adapt to differing environments within the school and to take needs of different children
15. An understanding of, and sympathy with, the aims of the school.