PRIMARY TEACHING ASSISTANT

JOB DESCRIPTION

Primary Objective of Role

The Teaching Assistant plays a vital role in bringing our vision of Inspiring Minds to life, embedding the values of **Discovery, Courage** and **Humanity** in their work with pupils every day. Working under the guidance of teaching and senior staff, the Teaching Assistant implements agreed work programmes with individuals and groups, both in and out of the classroom. This may include work that requires detailed and specialist knowledge in particular areas. The Teaching Assistant will also support the teacher across the whole planning cycle and in managing and preparing resources. This role calls for someone who embodies our Learner Profile and is committed to helping every pupil access the curriculum, undertake and complete tasks, and reach their full potential. The Teaching Assistant will contribute positively to the wider life of the school and undertake any additional responsibilities reasonably assigned by the Primary Leadership Team.

Accountability and Responsibilities

Safeguarding and promoting the welfare of pupils

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all pupils that you come into contact with.
- Follow the reporting procedure contained in the Safeguarding Policy with regards to raising concerns about the welfare of any pupil.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Code of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

Main Duties

- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Support children consistently whilst recognising and responding to their individual needs.
- Promote the inclusion and acceptance of all children within the classroom.

- Encourage interaction and work cooperatively with others, and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievements and self-reliance. Implement agreed learning activities, adjusting activities according to responses and needs.
- Support the use of IT in learning activities and develop pupils' competence and independence.
- Help all pupils to access learning activities.
- Contribute to the overall ethos, work and aims of the school.
- Assist with preparing equipment, apparatus and display boards.
- Supervising children to and from the swimming pool, including changing, as appropriate. *This is a shared responsibility with the teacher.*
- Creating, checking, and tidying resources, and maintaining a well-organised working environment.
- Playground duties and monitoring of snack time.
- Working with groups of children at the direction of the teacher.
- Implementing school policies.
- Be prepared to undertake further professional development.
- Take part in the performance development process and meet formally with Line managers to review agreed targets.
- Contribute to the planning cycle, alongside the teachers.
- Any other duties required by the class teacher, Head of Year, Assistant Headteachers, Deputy Headteachers or the Head of School, which are in the scope of the post.

Support staff are expected to work flexibly to enable the effective discharge of their professional duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time, following discussion between the line manager and member of staff, with changes proposed to the Head of Primary for endorsement.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

Diversity, Equity and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our pupils and wider society and leads to a cognitive diversity which promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

Qualifications

- G.C.S.E. (or equivalent) grade C or above in English and Maths (E)
- Minimum Secondary/High School Level Education (E)
- Relevant professional qualification will be preferred (D)

Experience

- Experience of working with Primary children (D)
- Experience of developing and preparing resources (D)
- Some experience working with pupils with additional learning needs (D)

Skills, Knowledge and Abilities

- Working knowledge of the EYFS, Key Stage 1 and 2 curriculum (D)
- An understanding of the principles of child development and learning processes and in particular barriers to learning (D)
- An understanding of how ICT can be used effectively to motivate children to learn (D)
- Effective communication skills (E)
- Highly organised and calm under pressure (E)
- Sensitive, caring and responsive to the needs of children (E)
- Ability to work constructively as part of a team (E)
- Enthusiastic and good at motivating pupils (D)
- An understanding of classroom roles and responsibilities (D)
- Flexibility in terms of meeting the identified needs of the school community (D)
- Committed to self-improvement, staff development and contributing to team Improvements (D)

Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school
- Ability to identify problems and bring creative solutions
- An outstanding communicator who is dynamic and innovative
- Flexible and adaptable, with energy, stamina and enthusiasm
- Be loyal and discreet
- Sensitive, caring and responsive to the needs of children
- Empathetic, with excellent listening skills
- Kind and inclusive
- Strives for the highest standards at all times

Ethos and School Values

- Committed to operating as an integral part of the school community
- Committed to Doha College's Values, our Vision and Mission
- Possess the desire to get involved in all significant aspects of Doha College school life
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure