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| **JOB DESCRIPTION** |
| **Postholder:** |  |  |  |
| **Post Title:** | Teaching assistant | **Grade:** | Scale 4 |
| **School:** | St John’s Upper Holloway CE Primary School | **Section:** | EDUCATION |

**POST TITLE: TEACHING ASSISTANT**

**GRADE: Scale 4**

**DEPARTMENT: Schools**

**RESPONSIBLE/REPORTING TO: Head of school**

**PURPOSE OF THE JOB**

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Main Duties**

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, and prepare resources.
4. Be prepared to deliver specific support programmes for children as and when necessary.
5. Be familiar with lesson plans, IEP targets and learning objectives.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.
7. Ensure the safeguarding of pupils and assist pupils with their needs as appropriate and agreed.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. Supervise pupils in the playground, lead and organise play time activities.
10. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
11. Under take any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee

**Personal responsibilities**

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs

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| **PERSON SPECIFICATION** |
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You must demonstrate on your application form that you meet the following essential criteria:-

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| EDUCATION AND EXPERIENCE | 1. Hold an NVQ, level 3 or above.
2. Relevant experience of working with young children in an educational setting is essential.
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| SKILLS, KNOWLEDGE & ABILITIES | 1. Have an understanding of the primary national curriculum.
2. Have the ability to record children’s progress.
3. Have a clear understanding of children’s physical, emotional and educational development.
4. Have high expectations of children and strategies for raising achievement of all children.
5. Have an ability to work under pressure and meet deadlines.
6. Have an ability to express themselves effectively both orally and in writing with both adults and children.
7. Have an understanding of successful team work – be able to work effectively both independently and as part of a wider team.
8. Have an understanding of and commitment to equal opportunities for all children in an urban and multicultural environment within the Council’s/School’s Equal Opportunities Policy.
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