Wolvercote Primary School Job Description
Teaching Assistant

Job Title	Teaching Assistant
Reports To	Key Stage Coordinator
Salary	Grade 4 Pay 30 hrs/week pro rata
Hours	Monday to Friday 12.00 – 3.10pm including daily 1 hour lunch cover Term time only

Introduction
The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and the Key Stage Coordinator. They will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Job Purpose
To work in Early Years Foundation Stage, Key Stage 1 or 2 under the instruction/guidance of teaching staff or Key Stage Coordinator 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. Work may be carried out in the classroom or outside the main teaching area.

This role also includes working for 1 hr each lunchtime to provide lunch supervision.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Duties
Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Support pupils on a 1:1 basis
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed

Support for Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

Support for School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Health and Safety

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Safeguarding

Wolvercote Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Notes

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 manager to undertake work of a similar level that is not specified in this job description.

Wolvercote Primary School Person Specification
Teaching Assistant

	Essential	Desirable
Qualification & Experience	• GCSE in Maths & English (Grade C or above) or NVQ 2 or equivalent • Participation in personal development and training opportunities • Some experience of supporting in schools	• A Levels or NVQ 3 or equivalent • Experience of working with children with special educational needs
Knowledge & Skills	• Ability to relate well to children and adults • Ability and willingness to work collaboratively and supportively within a team • Ability to be self-reflective • Uses effective strategies to promote positive behaviour • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	• Good understanding of the EYFS and National Curriculum • Understanding of relevant polices/codes of practice and awareness of relevant legislation • Appropriate ICT skills to support learning • Ability to provide constructive feedback on pupils' progress
Other	• Sense of humour • Ability to be flexible • Resilient • Calm under pressure • Proactive approach to resolving problems Good organisational and time management skills	• Willingness to work in the breakfast club or after school club