Job Description & Person Specification

Teaching Assistant - Primary
Cheadle Hulme Primary School





Teaching Assistant - Primary

Salary: Scale 5

PURPOSE OF THE ROLE

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school. To provide cover in the absence of a teacher and conduct whole class lessons within an appropriate system of supervision by a qualified teacher who is not necessarily in the same classroom.

MAIN RESPONSIBILITIES

- Support, develop and deliver learning activities to facilitate effective teaching and learning.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits and residentials) to ensure their safety and facilitate their physical and emotional development in accordance with the school's Behaviour Management Policy.
- Monitor individual pupil progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the individual education, behaviour and personal care plans for a pupil.
- Liaise with parents and carers in conjunction with teaching staff to ensure effective communication concerning pupil well-being.
- Record pupil information as specified by teaching staff/line manager to ensure school information systems are maintained.
- Attend to the personal and physical needs of pupils so that their well-being is maintained.
- Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the aims of lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
- Display and present pupils work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training/review as required. Undertake first aid training and keep qualification up to date.
- Work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head of School from time to time, up to or at a level consistent with the main responsibilities of the job.

Person Specification

Essential Knowledge and Skills	Essential Personal Attributes	Desirable Knowledge and Skills
• Committed to playing an active role in a vigilant culture that is committed to pupil well-being and safeguarding • Knowledge and understanding of the EYFS Framework/National Curriculum • Consistently good or outstanding teaching and learning support • Proven track record of effective team work • Effective time management skills • Evidence of effective classroom management • Ability to create an exciting and enabling learning environment • Proven experience of taking responsibility and initiating ideas • 5 GCSEs (A*-C) or equivalent including English and Maths	• Ability to build and sustain respectful, professional standards and relationships, contributing towards a safe and protective environment • Dedicated to continuous professional learning • Positive view of change • An ability to thrive in a high performing environment • Flexibility • Sense of humour • Excellent verbal and written communication skills • Ability to bring creativity into teaching and planning • Energy, enthusiasm and a 'can do' attitude	• An understanding of how to secure outstanding pupil outcomes in at least one key stage • Experience of using Assessment for Learning (AfL) strategies to secure rapid progress • An understanding of how to develop pupil independence and resilience • First aid and other qualifications related to supporting teaching and learning • Experience of supporting teaching and learning across the primary age phase

March 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



laurustrust.co.uk