

Job Description: Teaching Assistant KS1

Reports to

Teaching Assistant Co-ordinator

Main purpose of the job

- Work under the guidance of the class teacher to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning
- Provide general support to the class teacher in the management and organisation of the pupils and the classroom
- Assist with playground and lunch duties
- Contribute to the safeguarding and protection of all pupils

Support for pupils

- Maintain high standards to ensure effective learning in all areas and aspects of pupils' daily school lives
- Interact with pupils using appropriate language at all times
- Observe pupils' behaviour, communicating concerns and incidents to class teacher
- Assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured
- Act impartially when dealing with individual pupils
- Act instinctively, intervening to ensure pupils' safety and well-being at all times
- Promote an example of tidiness and order within the classroom or outside space

Support for teacher

- Assist with daily tasks within the classroom to ensure effective running of routines
- Administer and mark tests and basic homework as required by the class teacher
- Listen to pupils read, one-to-one, on a daily basis to support their literacy
- Assist with the supervision of pupils out of lesson time including break-time and lunchtimes, as necessary for their safety
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Help to maintain an attractive and stimulating classroom environment by assisting in display, presentation and organisation of pupils' work
- Work may be organised in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours' activities

Managing pupil learning

- Help to provide a safe and supportive environment where pupils can develop and learn effectively
- Support teaching methods that keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Promote understanding of the school's rules and values

- Enable pupils to increase their social awareness and self-confidence through relationships with peers and staff
- Promote inclusion of all pupils

Managing own performance and development

- Take part in performance reviews of work arranged by the Head
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Take part in the corporate life of the school by, for example, attending assemblies, plays, concerts, school fairs, as required
- Set a good example to the pupils in presentation and personal conduct
- Work with and cooperate with the staff team in all matters connected with the effective delivery of the learning programme and the efficient running, goals and traditions of the School
- Undertake professional duties and responsibilities necessary to the smooth running of the School, as may be reasonably assigned by the Head
- Be prepared to undertake training in areas appropriate to the role (e.g. safeguarding)
- Attend meetings as appropriate
- Adhere to the need for confidentiality of information
- Establish effective working relationships with professional colleagues including, where applicable, associate staff
- Uphold the School's standards in all written comments and record keeping

Managing resources

- Encourage pupils to look after the books and resources they use
- Prepare and maintain learning aids, materials and equipment and tidy away afterwards
- Assist the teacher in the preparation and reproduction of resources

Safeguarding

- Have responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Adhere to and ensure compliance with the school's Child Protection and Safeguarding Policy at all times
- If in the course of carrying out the duties of the post you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead or Deputy

This is the formal Job Description; however, the nature of the job requires the candidate to be flexible, adaptable and willing to participate in wider extra-curricular activities as required. They may also be asked to do additional tasks from time to time.

Person Specification: Teaching Assistant

Qualifications	Essential/Desirable
QTS, Degree, CACHE, NVQ in Childcare or equivalent	Desirable
First Aid	Desirable
Experience	
Previous experience working with children in an educational setting	Desirable
Skills & Knowledge	
Computer literacy	Essential
Excellent spoken and written English	Essential
Personal Qualities and Competencies	
Ability to work as part of a team	Essential
Good interpersonal skills with adults and children	Essential
Able to respond to the challenges presented by pupils	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children	Essential
Motivation to work with children to assist in their learning and development	Essential
Willingness to take the initiative, to be responsible and to be hands-on in any given task	Essential
Positive and enthusiastic attitude	Essential
Reliable and responsible	Essential
Adherence to the commitment of the School to safeguarding and promoting the welfare of children at all times	Essential