

Job Description

Teaching Assistant for Galleywall Primary School

As part of the vibrant team at Galleywall the successful candidate will be working closely in a collaborative team led by the Headteacher. This will involve supporting the delivery of individual learning programmes, ensuring assessment of progress is up-to-date and providing creative and stimulating learning experiences for the children. This will in turn lead to excellent rates of progress from each child's unique starting point. These posts are suitable for those pursuing a career in working with children and families and who are looking for excellent opportunities to broaden and deepen their experiences. You will have the opportunity to use creativity and innovation to support the children as they are included fully in school life at Galleywall.

The successful candidate will bring to the role of Teaching Assistant

Pupil Support

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of individual learning programmes
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Teacher Support

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Curriculum Support

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

School Support

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings and events as required
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Undertaking any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school
- Set a good example in terms of dress, punctuality and attendance
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Special Conditions

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.



This post allows substantial access to children, so candidates are required to comply with Galleywall's procedures in relation to Police checks. Appointed candidates, prior to taking up post, will be required to give written permission to Galleywall to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

PERSON SPECIFICATION

Key: A = Application form, I = Interview, R = Reference

Qualifications	Source of Evidence	Essential or Desirable
GCSE Maths and English minimum grade C	A	E
A level or Degree qualification	A	D
A qualification in working with children	A	D
Other qualifications relevant to supporting children with special educational needs	A	D
Experience		
Experience working with or caring for children of a primary age	A, I	E
Experience working with children with special educational needs	A, I	D
Knowledge and Skills		
Good ICT skills and an ability to use these to support learning	A, I	
General understanding of national/foundation stage curriculums	A, I	
Basic understanding of child development and learning	A, I	
An ability to undertake training in specialist programmes and implement these accordingly	A, I	
Ability to self-evaluate learning needs and actively seek learning opportunities	A, I	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A, I	
An ability to be calm and patient when children are frustrated or stressed	A, I	
Ability to relate well to adults and children	A, I	
Ability to form and monitor appropriate relationships / personal boundaries with children	A, I	