



JOB DESCRIPTION TEACHING ASSISTANT

POST HOLDER

DEPARTMENT Primary

RESPONSIBLE TO Deputy Head of Primary

**LINE MANAGEMENT
OF** N/A

WORKING HOURS 37 hours

WORKING PATTERN 8.00am – 4.00pm
(A half hour unpaid lunch break is included)

SALARY: **Level 2:** (FTE Salary FMAT Scale 3 £16,781 - £17,772)
Actual Salary £14,676 - £15,542 per annum

Level 3: (FTE Salary FMAT Scale 5 £20,661 - £22,658)
Actual Salary £18,069 - £19,815 per annum

JOB PURPOSE To work under the instruction/guidance of teaching/senior staff to undertake work 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.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

SUPPORT FOR PUPILS

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of 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
- 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 THE TEACHER

- Have a sound knowledge and/or experience of the Primary Curriculum
- Use strategies, in liaison with the teacher, to support pupils to achieve their end of year age related expectations
- Assist with the planning of learning activities



- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents / carers
- Support groups within the class – e.g. phonics, circle times, focused activity learning and small group interventions

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required

SUPPORT FOR THE SCHOOL

- Assist with the supervision of pupils out of lesson times, including before school club and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
- Participate in training and other learning activities and performance development as required.

I have read and accepted this job description:

NAME:

Signed: _____

Dated: _____

PERSON SPECIFICATION

Job Title: Primary Teaching Assistant

Grade: FMAT Scale 3 (Level 2) or
FMAT Scale 5 (Level 3)

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> NVQ Level 3 childcare related qualification (or equivalent) (For Level 3 TA's) NVQ Level 2 or equivalent in Early Years or Teaching Assistance (For Level 2 TA's) Good numeracy and literacy skills, to GCSE Grade C minimum or equivalent 	<ul style="list-style-type: none"> A first aid qualification (the successful candidate will be given training if no qualification).
Experience	<ul style="list-style-type: none"> Some experience working and supporting children with SEN and/or Speech and Language delay Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection. Good understanding of the National Curriculum and the related assessments Good understanding of child development and learning. 	<ul style="list-style-type: none"> Current experience in a Primary school setting Experience in using Read Write Inc Phonics
Skills and abilities	<ul style="list-style-type: none"> Ability to effectively use ICT to support learning Knowledge of child development from 0-5 years The ability to communicate effectively both orally and in writing Good personal organisation e.g. time management 	<ul style="list-style-type: none"> Good I.C.T. skills

	<ul style="list-style-type: none"> • Ability to work independently and as part of a team • Ability to show initiative in a range of situations • Ability to work with tact and diplomacy • Ability to interact positively with pupils, parents and colleagues • Some experience of planning as part of a team • Ability to work with considerable accuracy and attention to detail 	
Other	<ul style="list-style-type: none"> • Ability to relate to and promote the ethos of the school • Excellent attendance and punctuality • The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English 	
Training	<ul style="list-style-type: none"> • Willing to undertake job related training 	
Safeguarding	<ul style="list-style-type: none"> • Bournville Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants 	