



Job Description

Job Title:	Key Stage 2 Teaching Assistant
Reports to:	Head of Primary
Grade:	Teaching Assistant Scale - Grade 5 (if qualified)
Hours:	32.5 - 37.5 hours per week (term time only), times to be confirmed.

Main purpose

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the School's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress, as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.

- Prepare the classroom for lessons.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers, under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- Develop effective professional relationships with colleagues.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our School's child protection policy.
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the School.
- Take part in the School's appraisal procedures.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the School.

Other areas of responsibility

The Teaching Assistant will be required to follow School policies and the staff code of conduct.

Additional Duties

- To undertake any other duty as specified by Jersey Teachers Agreed Terms & Conditions, not included in the above.

Every effort has been made to explain the main duties and responsibilities of the post, but each individual task required may not be identified. Staff will be expected to comply with any reasonable request from Senior Management to undertake work of a similar level that is not specified in this job description.

Staff members are expected to be smartly dressed, courteous to colleagues and to provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for employment opportunities to disabled job applicants or continued employment for any member of staff who develops a disabling condition.

The Directors expect all teachers to support the values of a Catholic School as expressed in the School's Mission Statement and Trust Deed of the School.

This job description does not form part of the contract of employment and may be reviewed, amended or replaced from time to time to suit the needs of BSCL. There may be times when the post holder is required to undertake additional tasks, duties and responsibilities within their capabilities

Safeguarding: We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Safeguarding duty.

Signed: _____ Date: _____
Jobholder

Signed: _____ Date: _____
Member of ELT

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths. • First-aid training, or willingness to complete it. • Level 3 or above.
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting. • Experience working with children / young people. • Experience planning and delivering learning activities. • Experience in planning and delivering wellbeing type activities.
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Good organisational skills. • Ability to build effective working relationships with pupils and adults. • Skills and expertise in understanding the needs of all pupils. • Knowledge of how to help adapt and deliver support to meet individual needs. • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils. • Excellent verbal communication skills. • Active listening skills. • The ability to remain calm in stressful situations. • Knowledge of guidance and requirements around safeguarding children. • Good ICT skills, particularly using ICT to support learning. • Understanding of roles and responsibilities within the classroom and whole school context. • Understanding of effective teaching methods. • Knowledge of how to successfully lead learning activities for a group or class of children. • Knowledge of how statutory and non-statutory frameworks for the School curriculum relate to the age and ability ranges of the learners they support. • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.

Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children.• Sensitivity and understanding, to help build good relationships with pupils.• A commitment to getting the best outcomes for all pupils, and promoting the Catholic ethos and values of the School.• Commitment to maintaining confidentiality at all times.• Commitment to safeguarding pupils' wellbeing and equality.• Resilient, positive, forward looking and enthusiastic about making a difference.• Capacity to inspire, motivate and challenge children and young people.
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Notes:

This job description may be amended at any time in consultation with the postholder.