



# JOB DESCRIPTION

**Job title:**

**Primary teaching assistant**

**Responsible to:**

**Class Teacher /Headteacher**

## *Child Protection and Safeguarding*

*At Oak House School child protection and safeguarding is everyone's responsibility and all members of staff must be fully aware of and complete their obligations.*

*Child Protection is everything that we do in school to keep our children, staff, and school community safe and to protect their wellbeing. This includes:*

- *“Protecting children from maltreatment.*
- *preventing impairment of children's health and development*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care and*
- *taking action to enable all children to have the best outcomes” (Gov.UK 2014)*

## **Job Summary**

To carry out the professional duties of a teaching assistant as circumstances may require and in accordance with Oak House School policies.

## **Main tasks and responsibilities**

- To work under the guidance of teaching staff/Head of Primary.
- To implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring support or extension in particular areas and will involve contributing to the whole planning cycle and in the management/preparation of resources.
- To contribute to the whole school ethos, environment, and organisation both practically and as a positive role model for pupils and colleagues.
- To supervise children during some break times and carry out duties in the dining room.
- To supervise children during the absence of teachers.

## **Person Specification – Education, Experience and Skills**

- Level 3 Certificate in Supporting Teaching and Learning in Schools or Level 3 Diploma in Childcare and Education - or equivalent.
- GCSEs in English and Maths-or equivalent



- TEFL desirable
- SBA/BSc an advantage
- Minimum 2 years' experience working as a teaching/learning assistant in a Primary or Early Years setting.
- An understanding of child development.
- International experience (desirable).
- Fluent English speaker.

### **Competencies for the Role:**

#### Role Specific

- Flexible, adaptable, and positive.
- Hard working and willing to do extra where required.
- Strongly team motivated.
- Committed to open dialogue with colleagues, pupils, and parents.
- Good communication skills.
- Good time management.

### **Skills for the Role:**

- To be approachable to children, parents, and staff.
- To be able to work as part of a team.
- To give clear instructions to children and be organised in classroom management.
- To be flexible, friendly, and cooperative when working with colleagues.
- Excellent, emotionally intelligent communication with parents and resolve any issues quickly and professionally.
- Excellent written communication
- Computer literacy and ability to learn school-based platforms.

At Oak House School we have high expectations in relation the behaviour and academic/enriched achievements for all of our students. Our vision is that every child will achieve more than they dreamed possible, in a happy and inclusive environment where everyone is supported and encouraged to excel.

Our whole community shares a common understanding of the personal qualities and values which we hope all of our students will demonstrate and uphold.

***Honesty***  
***Integrity***  
***Self-respect***  
***Self- confidence***  
***Empathy***  
***Respect for others***  
***Social Responsibility***