
Job Description

POST TITLE	Teaching Assistant
SALARY	Scale 4 (spine point 08-11)
CONTRACT	32.5 hours per week, term time

PURPOSE OF THE POST

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups).

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of all pupils in all aspects of school life.

SAFEGUARDING

To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice.

MAIN DUTIES

1. Work as part of the staff team under the direction of the senior leadership team/class teachers to support teaching provision and pupils' learning.
2. Under the guidance of Class Teachers/SLT, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve their full potential.
3. Under the direction of Class Teachers, help to organise classroom activities, prepare resources for teaching and learning.
4. Support and deliver interventions in numeracy and literacy to support children to achieve their targets.
5. Use school systems to provide the teacher with feedback on pupil progress.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. Under the direction of Class Teachers, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
10. In collaboration with Class Teachers, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils.
11. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
12. Undertake any other reasonable duties from time to time as may be directed by the Headteacher and the SLT.
13. Supervise pupils at playtimes and lunchtimes ensuring active playground policies and procedures are adhered to.

PERSONAL RESPONSIBILITIES

1. Be aware of key school plans, policies and procedures, especially the School Priorities, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Take part in training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
5. Behave in a professional and approachable manner.

PLEASE NOTE

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

All staff at Ambler Primary School and Children's Centre are expected to accept reasonable flexibility in working arrangements, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale.

PERSONAL AND PROFESSIONAL CONDUCT

Employees are expected to demonstrate consistently high standards of personal and professional conduct. These include but are not limited to:

- *Treating pupils with dignity and at all times observing appropriate boundaries.*
 - *Safeguarding pupils in accordance with Ambler's Safeguarding and Child Protection Policy and statutory guidance.*
 - *Complying with Ambler Primary School and Children's Centre's Code of Conduct.*
 - *Modelling Ambler's values and ethos at all times.*
 - *Working within agreed Ambler and Islington policies.*
 - *Responding professionally to parents/carers, visitors and staff members.*
 - *Undertaking training and engage constructively in meetings, supervision and other events activities designed to improve communication and contribute to continuing professional development.*
 - *Carrying out duties and responsibilities with due regard and compliance with Ambler's Health and Safety Policy and relevant Health and Safety legislation.*
 - *Ensuring that duties are undertaken with due regard and compliance with the Data Protection Act and General Data Protection Regulation (GDPR).*
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Person Specification

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	DESIRABLE	ESSENTIAL
E1. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).		✓
E2. Attend school training sessions within contracted hours.		✓
E3. Experience of working with children (either paid or unpaid capacity) preferably in an education setting.		✓
E4. Hold NVQ level 2 or equivalent or other accredited qualification.		✓
E5. NVQ Level 3 (or working towards) or equivalent accredited qualification.		✓
E6. Working towards NVQ level 3 or equivalent accredited qualification.		✓
E7. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.		✓
E8. Able to form and maintain appropriate professional relationships and boundaries with children and young people.		✓
E9. Ability and willingness to work as part of a team.		✓
E10. Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.		✓
E11. Ability to communicate effectively with a range of people.		✓
E12. Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).		✓
E13. Ability to deal with sensitive information in a confidential manner.		✓
D1. Understanding of basic First Aid procedures.	✓	
D2. Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.	✓	
E14. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.		✓
E15. A commitment to deliver services within the framework of the school's equal opportunities policy.		✓
E16. Understanding of and commitment to work within the scope of school policies and procedures.		✓
E17. An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.		✓

EDUCATION, EXPERIENCE & ABILITIES	DESIRABLE	ESSENTIAL
E18. Willingness to attend and participate in meetings to review pupils' progress.		✓
E19. An awareness of the learning and physical needs of the pupils.		✓
E20. Ability to monitor and evaluate pupils' performance.		✓
E21. Ability to update and maintain accurate pupil records using the school's systems in place.		✓
D3. Ability to deliver interventions under the direction of the class teacher.	✓	
E= Essential Criteria D= Desirable Criteria		