**Rhyl Primary School**

# Job Description

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**Job Title: Teaching Assistant, Fixed Term Contract**

**Responsible to: Head Teacher**

**Hours: 27.5 hours per week, term time only**

The post holder will be responsible for assisting teachers in supporting children’s learning, and providing for their social and emotional needs within the school.

# Job Purpose

* To support children in small groups in the classroom and all areas used by the children
* To work with teachers as part of a professional team to support teaching and learning
* To carry out intervention activities with groups of children

**Duties:**

* To support the class teacher in developing specific activities and programmes of support for the child.
* Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN.
* Plan and evaluate specialist learning activities with the teacher and SENDCO, writing reports and records as required.
* Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* To help the children to learn as effectively and independently as possible
* To ensure the health and safety of the children and report concerns or details of accidents/incidents as necessary to the Head Teacher.
* To contribute to and implement the school’s Behaviour Policy and support children in complying with that policy.
* To assist with the supervision of children in the outdoor play area and in the main playground as required.
* To implement and promote the school’s equal opportunities policies at all times and to value diversity.

# General

# To attend in-service training, as and when required, in paid time.

* To attend to children’s personal needs as necessary and in line with the school and Local Authority guidelines.
* To attend and contribute to all school meetings as directed by the Head Teacher.
* To carry out any other reasonable tasks in keeping with the post as specified by the Head Teacher.

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# Teaching Assistant Person Specification

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| **Experience** | * Experience of working with children within the primary age-range * Experience of working with children with Special Education Needs or willingness to undertake training |
| **Qualifications** | * Successful completion of or willingness to undertake Camden’s Induction for Teaching Assistants * NVQ 2 for Teaching Assistants or equivalent qualifications or experience * First aid training as appropriate * Reading, Writing and mathematics skills to at least end of Year 6 National Expectations |
| **Knowledge & Skills** | * The ability to form good working relationships with parents, teachers and pupils, and be able to work in a team * Good written and oral communication skills * Effective use of ICT to support learning * Use of other equipment technology – video, photocopier * Understanding of relevant polices/codes of practice and awareness of relevant legislation * General understanding of national/foundation stage curriculum and other basic learning programmes/strategies * Basic understanding of child development and learning * Ability to self-evaluate learning needs and actively seek learning opportunities * Excellent interpersonal skills; ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these * To be aware of school policies, especially safeguarding and behaviour and to follow School procedures. |
| **Equal Opportunities** | * Commitment to the implementation of the school's equal opportunities policy * An ability to develop positive relationships with young children, valuing their diversity, in order to enhance their learning and social development |
| **Continuing Professional Development** | * Willingness to undertake additional training/staff development as appropriate * Ability to reflect on your own professional practice |