

Job Description

Teaching Assistant

Hours: 08.45 – 3.45pm, Monday to Friday, 30 hours weekly. Term time only.

Salary: Scale 4 £17309.92 per year. (The full time equivalent is £22,377).

# Fixed Term: From 1st September 2019 until 31st July 2020 with the possibility of extension

# Main Purpose of the Role

To work mainly within a year group team supporting pupils, including those with SEN, in their learning and development both in and out of class. To work under the direct instruction of the class teacher and Year Team Leader. Assisting the class teachers in all areas of their classroom practice and preparation. To work within the framework of the school’s policies and ethos, and contribute to the development of the whole school.

# Main duties

1. To work with small groups of pupils (including those with SEN) assisting in their learning tasks, and delivering learning activities.
2. To fully support the needs and individual targets of both statemented pupils and other pupils with SEN, under the direction of the class teacher and AHT Inclusion.
3. To organise, prepare and maintain resources and equipment developing and maintaining an orderly, tidy and calm learning environment, e.g. washing up art equipment.
4. To provide clerical/admin support to the class teachers e.g. filing, record keeping etc.
5. To prepare, mount and display children’s work or teacher resources, ensuring a high quality learning environment.
6. To deal with any medical and welfare issues pertaining to the class providing basic first aid treatment to pupils as may be required, in line with school procedures, and liaising with parents as necessary.
7. To supervise and play with children, organising games and activities during lunch and break times, ensuring a high standard of behaviour and courtesy are maintained.
8. To supervise children during the eating of their lunch, promoting good manners and healthy eating and maintaining a clean environment, including scraping of plates and wiping tables etc.
9. To undertake any household duties both in class and around the school (e.g. tidying resource rooms, water plants, assisting with exhibition evening) as assigned by the HT or class teacher.
10. In addition to the tasks listed above, you may be required to support particular pupils with particular duties relating to their physical needs.
11. To cover any duties for absent TA colleagues and undertake any duties assigned by the HT & AHT Inclusion consistent with the aims of the post.

# Candidate Specification

* Candidates must show an ability to fulfill all the duties outlined in the job description.
* Candidates must have experience of working with children in a learning environment.
* Candidates must show a commitment to:
* reflecting on and developing one’s practice and attending relevant training sessions
* acting as an exemplary role model in terms of behaviour, language and professionalism
* equal opportunities and inclusion
* excellent attendance and punctuality
* team work
* full implementation and support of all school policies and procedures
* safeguarding children’s welfare

Knowledge and skills required:

* Strong communication skills – oral and written - minimum GCSE grade A-C in English.
* Good basic numeracy – minimum GCSE grade A-C in Maths
* Ability to relate well to adults and children
* Ability to take initiative and responsibility
* Basic First Aid

*All posts in school are* ***exempt*** *from the Rehabilitation of Offenders Act (1974). You* ***must*** *disclose any criminal convictions found against you in section 10 of the application form. Successful applicants will need to undertake a full, enhanced DBS check.*