St.Luke's CE School

JOB DESCRIPTION

Job Title: Teaching Support Assistant	**Job number:** ED
Directorate: Education	**Unit:** St.Luke's CE school

JOB PURPOSE

To assist the classroom teacher in the provision of learning and educational opportunities for pupils

POSITION WITHIN UNIT STRUCTURE

Whilst in the classroom will operate under the direction of the class teacher. Will report to the phase leader and head teacher

MAIN DUTIES AND RESPONSIBILITIES [TO INCLUDE MEASUREABLE OUTCOMES IN PERFORMING THE JOB ('JOB ACCOUNTABILITIES')

- Under the direction of the class teacher, provide support to small groups of children in the completion of set task(s) so that they achieve / complete the task for that session. This may involve planning the learning objectives of the activity. Activities will include reading, writing, mathematics, art work etc. This support may be provided within the classroom or in withdrawn groups.
- Provide support in such a way as to facilitate the child(ren)'s independent learning by explanation, encouragement etc.
- Influence the learning behaviours of the children in the group by reinforcing standards set by the classroom teacher and within the school's behaviour policy.
- Provide positive learning support in and around the school environment.
- In line with the requirements set by the classroom teacher assist in preparing the teaching room / area for the sessions / activities including setting up furniture and resources, ensuring that the teacher has all the resources specified and that the environment is safe for the children to use.
- Undertake basic first aid where appropriate in line with any training / qualification received and act within the school's accident / incident procedures within the Health and Safety policy.
- Monitor the progress of children and report regularly to the appropriate class teacher etc so that an accurate picture of the child's progress can be established and areas of action identified.
- Assist the teacher with assessments in order to establish children's level of competency and identify key action areas.
- Perform duties in line with Health and Safety rules and take action where hazards are identified. Where there are serious hazards report to the Head Teacher
- Undertake routine tasks such as photocopying / putting up displays as required by the classroom teacher (DfES Workload Directive)
- To look after the class whilst the children are undertaking tasks set by the teacher (DfES Workload Directive)

Some Teaching Assistants will be involved in the above and will be expected to:

- Support the teacher in the delivery of programmes in order to help children improve their literacy skills. This will include supporting the teacher with whole group sessions, working with small groups or individuals, preparing resources, discussing progress etc.

- Support a child with specific learning needs or a child with an Educational Health Care Plan.

SCOPE OF JOB (Budgetary/resource control, impact)

- Working with class sizes of about 30 children, needs to be aware of Health and safety issues.
- Required to move furniture and / or equipment (resources such as books etc)
- Work involves sitting at low level tables on low level chairs or on the floor.
- Work will be in a busy and sometimes noisy environment with interruptions from the children
- Working with children can be particularly physically and emotionally demanding.

KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED IN THE JOB

[This Person/Skills Profile section is only used for recruiting to a vacancy. It lists the criteria by which the shortlisting and selection of candidates for it will be conducted. The appointee will be the person who mostly closely matches the criteria. Unless specified otherwise, the criteria are essential].

The person in post will be expected to:

- Be able to relate sympathetically with children
- Take part in appropriate training in-house or out outside
- Be able to understand how children learn
- Be able to understand the educational objectives of the school
- Have done or be willing to take part in basic first aid training
- Have a good level of numeracy and literacy
- Have experience of working with children (either in a paid or unpaid capacity)- preferably in an education setting
- Have a commitment to equal opportunities
- Have the ability to communicate effectively with a range of people
- Be able to work under pressure while remaining calm
- Be able to deal with sensitive information in a confidential manner
- Be positive in their approach and supportive of school ethos of “to cherish,challenge, aspire and achieve”
- Be proactive and independent if the role requires it
- Follow safeguarding procedures and child protection protocols
- Follow and adhere to the school’s Christian ethos and vison

Postholder’s Signature: …….....

Date: …….

Manager’s Signature: …….

Date: …….