

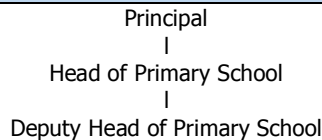
JOB DESCRIPTION

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| Department: Primary | Location: The Duston School |
| Job Title: Teaching Assistant (Primary) | Grade: (SS) 11-17 |
| Accountable to: Head of Primary School | Terms of employment: Permanent |

JOB PURPOSE

To actively participate and work as part of the primary school team, providing education and care for children aged 4-11 years, their families and carers.
 Implement plans/programmes by working with individuals and groups of children to ensure that children's educational and personal needs are met, and the school's curriculum is delivered effectively.
 To be responsible for groups of children, including planning and maintaining the learning environment and record keeping.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

This job profile is to guide the work you will initially be required to undertake. It may be altered from time to time to meet changing circumstances.

The post is one which requires the performance of the following particular responsibilities:

1. To plan suitable and stimulating indoor and outdoor activities, ensuring a purposeful and caring environment for children aged between 4 and 11. This may include responsibility for a particular area of the curriculum.
2. To make observations and maintain records of children's development and learning.
3. To ensure planning, marking, school assessments and statutory assessments are completed accurately and on time.
4. To report any concern regarding a child's health or welfare to the designated member of staff, maintaining confidential files, reports and development records.
5. To implement individual educational programmes and/or behaviour plans for children with individual needs ensuring their full integration into the primary phase.
6. To support work with parents and children, encouraging and involving parents/carers in children's learning and other activities.
7. To participate in visits and outings which extend the curriculum, as well as other social activities which are part of the school's involvement in the community.
8. To attend regular team and staff meetings, all training days and sessions for parent interviews, ensuring up to date knowledge and information is available.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

| Education and qualification | Essential | Desirable |
|--|-----------|-----------|
| NVQ level 2 qualification (or equivalent) or ability to work towards. | ✓ | |
| NVQ level 3 qualification (or equivalent)/ degree level qualification. | | ✓ |

| Key experience, abilities, skills and knowledge | Essential | Desirable |
|--|-----------|-----------|
| Ability to relate well to children and adults. | ✓ | |
| Proven experience of working with children under the age of eleven. | | ✓ |
| Experience of working with adults in a supportive and advisory capacity and in working in partnership. | | ✓ |
| Able to provide an environment that delivers both education and care and enhances children's learning opportunities. | ✓ | |
| A working knowledge of the National Curriculum. | | ✓ |
| Able to monitor and assess child and family needs and communicate both as appropriate to the team within the school and wider team around the child. | ✓ | |
| Good communication skills both verbally and in writing. | ✓ | |
| Able to maintain confidentiality. | ✓ | |
| Understanding of child protection issues. | | ✓ |
| Ability to work in a team. | ✓ | |
| Flexible and self-motivated. | ✓ | |
| Can use IT effectively. | ✓ | |

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| Employer: Name: |
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| Employer: Name: |
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