JOB DESCRIPTION

Department: Primary	**Location:** The Duston School
Job Title: Teaching Assistant (Primary)	**Grade:** (SS) 3 - 6
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.
- 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

Principal
|
Head of Primary School
|
Deputy Head of Primary School

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 work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
2. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
3. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
4. To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
5. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
6. To support pupils to improve their numeracy and literacy skills through focused learning activities and more generally across the curriculum.
7. To support with the planning and implementation of education pupil education / behaviour plans and personal care programmes, when necessary while promoting independence, inclusion and equality.
8. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure an orderly and purposeful physical learning environment.
9. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
10. To encourage participation in structured and unstructured learning activities, including play while undertaking lunchtime duties, timetabled activities and during breaks.
11. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
12. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being, as required, and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.
13. To support, as appropriate, in instances where pupils are unwell whilst at the school or require basic medical aid.

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.

As a support member of staff, you are required to have an understanding of safeguarding principles. This includes recognising signs of abuse or neglect, knowing how to report concerns, and understanding the importance of maintaining a safe and secure environment for all students. You will receive training to ensure you are aware of the school's safeguarding policies and procedures.

PERSON SPECIFICATION

Education and qualification	Essential	Desirable
Educated to GCSE standard – Grade A*-C or 4 - 9 in Maths and English	✔	
NVQ level 2 or equivalent in relevant subject or proven experience of working with **or** caring for children of relevant age **and** good level of literacy and numeracy skills	✓	
NVQ level 3 qualification (or equivalent)/ degree level qualification.		✓
Qualified First Aider		✓

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.	✓	
GDPR awareness	✓	
Ability to work in a team.	✓	
Flexible and self-motivated.	✓	
Willingness to participate fully in CPD	✓	
Can use IT effectively.	✓	

Employer:

Name:

Signed:

Date:

Employer:

Name:

Signed:

Date: