

Job Title	Teaching Assistant
Level	Grade 3 below the bar
Responsible to	Phase Leader/Assistant Headteacher

The teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

There will be some need to interpret information or situations and to solve straightforward problems.

No requirement to supervise adults, but may demonstrate tasks to new colleagues.

Support for pupils

- Undertake a range of routine tasks to support learning e.g. listening to reading, discussing learning, phonic interventions etc.
- Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.
- Contribute to and follow medical care plans and support plans to meet the needs of the pupils
- As appropriate, look after sick/upset pupils

Support for the teacher

- Aware of the needs of the children in groups/classes
- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, displaying pupils' work, supervising small groups of pupils, marking skills checks
- Maintain records
- Assist teaching staff to ensure that the aims and objectives of the school are achieved by following the Whitehouse Way

Support for the curriculum

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days
- Support implementation of Government initiatives under the direction of the teacher

- To undertake training as and when appropriate

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the existing level of responsibility vested in the post.

Whitehouse Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

Signed _____

(Post Holder)

Date _____

Signed _____

(Line Manager)

Date _____

Person Specification

	Essential	Desirable
QUALIFICATIONS AND BACKGROUND		
Level 4/C or above in GCSE Maths and English	√	
Fluency in the English language	√	
NVQ level 3 in child related studies	√	
KNOWLEDGE AND EXPERIENCE		
Experience of working with pupils		√
Basic knowledge of first aid		√
Understands the importance of confidentiality	√	
SKILLS AND ABILITIES		
Read and understand instructions	√	
Complete basic paperwork	√	
Recognise and report problems	√	
Contribute to creating a positive learning environment	√	
Sound verbal and communication skills	√	
Competent in use of keyboard and mouse, and office equipment such as laminator and guillotine		√
PERSONAL QUALITIES		
Sensitive to pupils' needs	√	
Reliable, with good timekeeping records	√	
Willingness to try new things	√	
Prepared to take on board feedback from other staff	√	

Candidates may choose to address these in their application