

# Trinity CEVA Primary School

**Teaching Assistant**

**Teaching Assistant Key Tasks:**

The key task of the Teaching Assistant is to support the teaching and learning in the school. Teaching Assistants work under the direction of the class teacher, whether with the whole class, a small group or with an individual child. Duties will be carried out in accordance with the school’s policies and procedures. The post holder is responsible in the first instance to the class teacher, EYFS Leader and also to the Head Teacher. This position requires 1:1 support for a child.

# Within this role the main responsibilities will be to:

* Undertake a range of routine tasks to support learning
* Assist individual pupils, or small groups in a range of activities and tasks
* As appropriate look after sick or upset pupils and attend to the needs
* Undertake routine tasks to support the teacher during lessons through preparation of classroom materials, displaying children’s work, supervising groups and ensuring that the school environment is tidy and fit for purpose
* Maintain basic records, including marking and assessments and recording observations of children.
* Assist teaching staff to ensure that the aims and objectives of the school are achieved
* Undertake routine tasks to support the curriculum, including visits, special days
* Attend assemblies and playground duties as directed.
* Attend Annual Performance Management meetings as stated in the Performance Management Policy
* Use ICT to support learning for children
* Attend courses to develop own practice and skills, as directed by the SLT.
* Ensure that all children are safe through following the school policies and being aware of Safeguarding procedures to protect children and vulnerable adults

These duties may change and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate for the existing level of responsibility vested in the post.



# The Teaching Assistant Person Specification:

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| **Criteria** | **Desirable for basic performance of job** | **Required for fully competent performance of job** |
| 1. Knowledge: |
|  | Previous TA experience / experience of working with children | Previous TA experience / experience of working with children in a school setting |
| Technical or specialist | Knowledge of Safeguarding procedures | First Aid training.  |
| Literacy and numeracy | GCSE Grade C in English and Maths or equivalent Ability to use IT systems in school following training | GCSE Grade C in English and Maths or equivalent  |
| School aims and objectives |  | Knowledge of school policies and procedure |
| 2. Mental skills: |
| Research | Assist teacher with information gathering and resources as appropriate | Willingness to undertake own reading around the primary school curriculum |
| Problem solving | Ability to recognise and respond to problems as a team player |  |
| Thinking creatively/ developing new ideas | Assist teacher in creating a positive learning environment | Ability to contribute to planning through knowledge of children’s needs. Ability to adapt teacher led planning to suit individual need |
| 3. Interpersonal and communication skills: |
| Caring | Sensitivity to pupil’s needs.  | Ability to respond in a calm professional manner in difficult situations |
| Advising/ guiding | Advising and guiding pupils to the best way to handle situations, under the teachers’ direction |  |
| Verbal and written communication | Ability to communicate clearly and follow instruction from class teacher/ manager/ head teacher.Ability to encourage participation and give feedback to pupilsAbility to maintain appropriate level of confidentiality |  Computer literate.  |

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| 4. Physical skills: |
| ICT | Ability to use IT systems and equipment | Ability to use IT systems and equipment |
| Manual | Use of guillotine, craft knives, glue guns, etc. when displaying work or assisting pupils in practical lessonsHelp pupils to use tools and equipment as required to support learning. | To have a good level of physical fitness in order to be able to participate in PE lessons/ trips and playtime games/ lunch/ break time supervisionSchool safe handling techniques and training. |
| 5. Other attributes: |
| Appearance |  | Smart and appropriately dressed – in line with school code. |
| Autonomy | Aware of school policies and procedures and follow themFollow guidance/ instruction of Senior Leadership team, SENCO, class teacher as appropriateAble to work in small groups with children to follow tasksAble to supervise pupils at break or lunch times and on trips | Able to work in a teamAble to communicate effectivelyAbility to act on initiative and to feedback to more senior staff as appropriate.Ability to follow pupil support programmes and to discuss their impact with the whole team.To be willing and able to work in sympathy with the aims and objectives of a Church School. |