



Cedarwood Primary School

Teaching Assistant Job Description & Person Specification

Main Duties & Responsibilities

As a Teaching Assistant at Cedarwood Primary School you will:

- Be an excellent teaching assistant who can bring out the very best in all pupils, across the curriculum.
- Work effectively teaching pupils in Foundation, Key Stage 1 and 2 to achieve excellent outcomes.
- Establish rapport and respectful, trusting relationships with pupils, acting as a role model in setting high expectations.
- Promote inclusion, acceptance and self-esteem of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Be aware of the learning and physical needs of individual pupils.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Effectively support pupils, developing skills and knowledge in Maths and English.
- Have a good understanding and knowledge of the curriculum to support learning.
- Ensure pupils' safety, welfare and personal hygiene.
- Have knowledge and understanding of policies relating to safeguarding and child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy.
- Know and implement the behaviour policy consistently.
- Liaise with the teacher in lessons to meet pre-determined learning objectives according to individual pupil needs.
- Undertake routine assessment and feedback of pupils' work.
- Create and maintain an appropriate learning environment in liaison with the teacher including displays of pupils' work and clerical support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Contribute to the overall work, smooth running and ethos of the school, maintaining professional conduct inside and outside of school (including social media).
- Attend and participate in meetings as required.
- Improve one's own practice through appraisal, training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Be part of the whole school staff playground rota and associated professional duties.

Person Specification for Teaching Assistant

Attributes	Essential
Qualifications	<ul style="list-style-type: none"> • Good personal academic record including Maths and English at GCSE grade C equivalent or above
Experience	<ul style="list-style-type: none"> • Working as a Teaching Assistant with children in Foundation, Key Stage 1 / 2 • Knowledge and experience of supporting pupils with SEND • Recent primary school classroom experience and knowledge of the National Curriculum • Managing challenging behaviours positively
Training	<ul style="list-style-type: none"> • Committed to personal and professional development
Knowledge, skills & attributes	<ul style="list-style-type: none"> • Excellent communication skills • Committed to inclusion • Ability to build excellent learning relationships with children • Excellent teaching skills that enable learners to make rapid progress • Able to support learners of all levels including SEND (must be able to adapt support according to pupils' needs) • Excellent behaviour management • Excellent skills in supporting children in English, maths and phonics • Excellent team working skills • Excellent organisational and admin skills • Understanding of importance of confidentiality • Ability to use ICT effectively • Ability to transfer theory/training into practice and demonstrate good problem solving skills, drawing on relevant experience • Good level of knowledge and understanding of the EYFS, Key Stage 1 / 2 curriculum • Ability to complete assessments and reports • Ability to engage pupils in their learning and provide effective feedback to pupils and staff • Excellent time management skills • Ability to manage children's behaviour in line with the school's behaviour management policy
Disposition	<ul style="list-style-type: none"> • Well-motivated, calm, pleasant and hard working • Highest level of integrity • Reliable, positive, flexible • Able to use own initiative • Excellent interpersonal skills • Dedicated to maximising the success of all pupils
Other	<ul style="list-style-type: none"> • Must take an active part in the life of the school and work across the primary age range