**Tattingstone CEVC** **Primary School**

**Teaching Assistant –Job Description**

**Job Title:** Teaching Assistant

**Scale: *Grade 2 £22,367 Fte***

**Responsible to:** Class Teacher, Headteacher

**Main purpose**

The role will be class based working with teaching staff to raise the learning and attainment of pupils.

The Teaching Assistant will be expected to undertake a range of tasks which may include:

**Supporting Pupils**

* Working with pupils, with a range of needs, 1:1 or in small groups to encourage positive behaviours
* Working with children across the primary age range
* Working alongside the class teacher
* Working with parents to achieve the best outcomes for pupils

**Supporting Teachers**

• Supervising and supporting individuals and small groups of pupils

• Occasionally taking whole class sessions as required - dependant on experience

• Undertaking routine tasks to support the school development

• Provide support for the teacher through directed work in subjects across the curriculum

• Maintaining and collating records of pupils’ needs and progress

• Assisting the teachers and SLT to ensure the aims and objectives of the school are achieved

• Assisting with events organised as part of the curriculum, e.g. school trips, sports days

• Supporting the implementation of school and Government based initiatives

• Attend and contribute to meetings as required

**Possess the following skills**

* Excellent, positive behaviour management skills
* Good personal organisational skills to manage own workload
* Good people management skills

**Professional development**

* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

This job description sets out the duties of the post at the time advertised. The post holder may be required from time to time to undertake other duties within the school as reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the role.

# Person specification

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| criteria | qualities  These qualities are desirable |
| **Qualifications  and experience** | * GCSEs at grades 9 to 4 (A\* to C) including English and Maths * Experience of working with children * Experience of leading teaching and learning activities (under supervision) * Relevant qualifications |
| **Skills and knowledge** | * Good literacy and numeracy skills * Good organisational skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Knowledge of how to help adapt and deliver support to meet individual needs * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils * Excellent verbal communication skills * Active listening skills * The ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children * Good ICT skills, particularly using ICT to support learning * Understanding of roles and responsibilities within the classroom and whole school context |
| **Personal qualities** | * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupil’s wellbeing and equality |