

# **Slindon Church of England Primary School**

## **Job Description**

**Post Title:**           **Teaching Assistant**

**Grade:**               **West Sussex Grade 3**  
**19 ¼ hours per week,**  
**Term time only including 5 Professional Development Days**  
**12pm – 3.45pm daily**  
**(11.30am – 3.45pm Mondays)**

**Responsible to:**   **Headteacher**

### **Purpose of the Job**

To work under the instruction and guidance of the teaching staff, to undertake work, care and support programmes, which enable access to learning for all pupils. To assist the teacher in the management of the pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Main Duties**

#### **School Support**

- To support the Headteacher in the school development planning process.
- To promote and maintain the aims, objectives and policies of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the smooth and efficient operation of the whole school
- To work cooperatively as a member of the school team and participate fully in the overall ethos, work and aims of the school.
- To establish good relationships with all children in the school and to look after the welfare of the children across the school as the priority within the working day.
- To help class teachers to maintain a safe, stimulating, purposeful and tidy working and learning environment. To help with displays around the school.
- To carry out playground duties and lunchtime duties.

#### **Class Support**

- Create and maintain a purposeful, orderly, supportive and safe environment within the classroom.
- To take part in planning and preparation discussions with the class teacher, SENCo and outside agencies and be part of the discussions for assessment and record keeping.
- Support the curriculum by undertaking structured and agreed learning activities/teaching programmes.
- To use planned activities and your initiative to develop the learning objective of the lesson with children.
- To help set targets, plan and assess the work for groups of children.
- Administer routine tests and undertake routine marking of pupils' work.
- Monitor and record pupils' responses to learning activities and feedback to the teacher as required.
- To provide administrative and clerical support such as photocopying, collecting money, keeping records of visits, and filing.

**Pupil Support**

- To support designated children in all aspects of their school life, within the class, during lunchtime, and at play.
- To supervise and support pupils with special needs, including helping to develop and implement Individual Education/Behaviour Plans and Personal Care Plans.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To attend to children's personal requirements and physical care.
- To keep records of children's learning and behaviour as appropriate.
- To liaise with the SENCo about the planning of activities for the development of specific children.
- To meet with professionals from various agencies supporting a designated child in order to meet the statutory requirements of a child's Statement of Special Educational Needs/ Education Health Care Plan.
- To support children in the process of transition between schools.
- To supervise groups of children during offsite activities, including weekly swimming lessons.
- To supervise children during residential trips.

**Additional areas of responsibility**

- As agreed with the Headteacher, each Teaching Assistant will be allocated a special area of responsibility within the school relating to the 'Every Child Matters' agenda.
- To identify the resources necessary to develop and support the role, including ICT equipment.
- To be responsible for organising learning resources and as requested prepare curriculum equipment/resources/materials needed for lessons.
- To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Maintain everyday equipment/resources and check for quality /safety.
- Undertake simple repairs and report other damage.
- Attend relevant meetings as required.
- Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.

**Relationships**

Responsible to the Headteacher. On a day to day basis the Teaching Assistant will work as part of the staff team, in partnership with the class teacher and other teaching assistants.

**Professional Development**

To participate in appropriate professional development training opportunities, including the five school based Professional Development Days, schools based Support Staff Training Sessions and training run by the Local Authority and other outside agencies.

**Notes**

All duties will be expected to be carried out according to agreed school policies and procedures. Due regard must be given to appropriate confidentiality concerning school matters at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This Job Description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Performance Management Cycle.

June 2015

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## Person Specification for a Teaching Assistant

	Essential	Desirable
Qualifications	A good level of literacy and numeracy skills with at least a qualification at GCSE grade C, NVQ level 3, or equivalent	Current First Aid Certificate A relevant Teaching Assistant Qualification or other educational qualification
Experience	Experience working with children in a school environment Knowledge and understanding of child protection and health and safety practices and procedures	Experience working with children with special educational needs
Abilities	Confident swimmer	

Key Skills	Essential	Desirable
Personal Qualities	<p>To be:</p> <ul style="list-style-type: none"> <li>committed to meeting the needs of pupils, parents and the school</li> <li>approachable, patient and caring</li> <li>flexible</li> <li>assertive</li> <li>able to promote and maintain whole school policies</li> </ul> <p>To have high standards of work To see when a job needs to be done and to do it To value confidentiality</p>	
Working as part of a team	<p>To work:</p> <ul style="list-style-type: none"> <li>collaboratively and co-operatively</li> <li>as part of a small team</li> <li>with adults and children</li> </ul>	
Working with children	<p>To be</p> <ul style="list-style-type: none"> <li>enthusiastic and committed to children and to learning</li> <li>able to develop good relationships with all pupils</li> <li>able to motivate and inspire pupils</li> <li>committed to providing a high quality service</li> </ul> <p>To have:</p> <ul style="list-style-type: none"> <li>high expectations of what children can achieve</li> <li>a commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
Communication Skills	<p>To have:</p> <ul style="list-style-type: none"> <li>good verbal and written communication skills</li> <li>good interpersonal skills</li> </ul> <p>To be able to:</p> <ul style="list-style-type: none"> <li>explain ideas clearly</li> </ul>	

	<ul style="list-style-type: none"> <li>• work in partnership with parents</li> <li>• keep accurate and up to date records</li> </ul> <p>To be a competent user of ICT for administration and learning purposes</p>	
Organisational Skills	To have good organisational skills, in terms of resources and people	
Professional Development	A desire to undertake any relevant training	

**June 2015**