

SHERINGTON PRIMARY SCHOOL



Job Description for Teaching Assistant

Reporting to the Headteacher

PURPOSE OF JOB

- To safeguard all children at all times.
- To support identified children to make progress towards targets as outline in their Education, Health and Care Plan (EHCP).
- To follow the school's behaviour policy to promote excellent learning behaviours for all children.
- To communicate the school's vision of 'aspire, believe, create and achieve' by placing the child at the centre.
- To lead by example – using the school's Character Strengths as a day-to-day resource.
- To work with class teachers/SLT to ensure progress for all children from individual starting points.
- To support class teachers/SLT to ensure classroom environments provide outstanding support for all children.
- To support class teachers/SLT to ensure high-quality resources are available for all children.

MAIN RESPONSIBILITIES

SUPPORTING LEARNING

- To work with individuals and small groups on specific activities under the guidance of the teacher and/or other lead person.
- To prepare and assist in the preparation of the classroom, resources, equipment and computers for use by children.
- To assist the teacher to supervise and support children's SEND Support Plans (where applicable).
- To assist with work programmes, written observations and records on individual children's progress.
- To support the children in physical activities (PE, drama etc) as required.

SUPPORTING BEHAVIOUR

- To use the school's Behaviour Policy and guidance to support children to engage in learning in a positive, meaningful way.
- To accompany and support children on school outings as necessary.

COMMUNICATION

- To contribute to team meetings and review meetings.

SUPPORTING CHILDREN'S WELFARE

- To follow the school's Child Protection Policy to ensure the safety of all children, using CPOMS and reporting any concerns to the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead.
- To attend to intimate care when children need assistance with tasks such as toileting, washing and changing.
- To attend to minor accidents, where appropriate training has been given, and supervising unwell children when appropriate.
- To maintain the health and safety of children and colleagues by assisting in maintaining a clean and tidy environment, and reporting any hazards that cannot be dealt with without help.
- To take responsibility for the storage/maintenance and care of resources.

CONTINUING PROFESSIONAL DEVELOPMENT

- To undertake training and attend INSET days in accordance to contractual requirements.
- To take an active role in own Performance Management, training and development.

OTHER

- To support the school's/LA's policies regarding Equal Opportunities.
- To assist with any other duties of a similar level of responsibility as required by the SLT.

PERSONAL SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SAFER RECRUITMENT			
Committed to ensuring all children in our school are kept safe	✓		APPLICATION FORM INTERVIEW
Enhanced DBS check	✓		RECRUITMENT CHECKS
EQUAL OPPORTUNITIES			
Committed to ensuring that all members of our school community can achieve excellence	✓		APPLICATION FORM INTERVIEW
QUALIFICATIONS AND EXPERIENCE			
Experience of working in a school or Early Years setting	✓		APPLICATION FORM INTERVIEW
Good written communication skills	✓		APPLICATION FORM
Good oral communication skills	✓		INTERVIEW
GCSEs (or equivalent) in English and Maths	✓		APPLICATION FORM
Good ICT skills (eg Microsoft packages)		✓	APPLICATION FORM INTERVIEW
SUPPORTING LEARNING			
Ability to lead learning activities with groups of children	✓		TASK
Ability to explain what children have learnt	✓		INTERVIEW
Contribute to SEND Support Plans		✓	APPLICATION FORM INTERVIEW
Knowledge of different stages of primary education including EYFS	✓		APPLICATION FORM INTERVIEW
BEHAVIOUR MANAGEMENT			
Ability to maintain a positive learning environment	✓		INTERVIEW TASK
Knowledge of positive strategies to promote excellent learning behaviours		✓	INTERVIEW
COMMUNICATION			
Experience of attending staff/team meetings		✓	APPLICATION FORM
Strong communication with teachers and other colleagues	✓		APPLICATION FORM INTERVIEW
Understand the need to maintain appropriate confidentiality	✓		APPLICATION FORM INTERVIEW
SUPPORTING PUPIL WELFARE			
First Aid training		✓	APPLICATION FORM
SELF DEVELOPMENT			
Commitment to own professional development	✓		APPLICATION FORM INTERVIEW