# Thornton Primary School

## Grade 3 Teaching Assistant

### Job Description

Name:

The aim of the role is to support teaching staff in the development and education of pupils, including the provision of specialist skills as appropriate.

### DUTIES AND RESPONSIBILITIES

### Support for pupils (either individually or in groups)

* Support the activities of individuals or groups of pupils.
* Establish and maintain positive relationships with individuals or groups of pupils.
* Contribute to Special Needs Action Plans as appropriate.
* Support pupils during learning activities across the curriculum.
* Promote pupils’ social and emotional development.
* Contribute to the health and well-being of pupils.
* Provide support for pupils with English as an Additional Language.
* Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
* Support pupils with English and mathematical skills.
* Support all pupils to access the curriculum.
* Fulfil the responsibility for promoting and safeguarding the welfare of children and young people in accordance with School policy.

### Support for teachers

* Observe and report on pupil performance.
* Contribute to the planning and evaluation of learning activities.
* Assist in preparing and maintaining the learning environment.
* Contribute to the management of pupils’ behaviour.
* Contribute to maintaining pupils’ records.
* Support the maintenance of pupils’ safety and security.
* Undertake routine marking in line with school policy.
* Undertake joint home visits as appropriate and in line with school policy.

### Support for the School

* Support the development and effectiveness of teamwork within the School.
* Develop and maintain positive working relationships with all stakeholders of the School.
* Liaise with parents as appropriate under the direction of the teacher, Phase Lead or member of SLT.
* Prepare for Performance Management and Review including providing evidence of fulfilment of Objectives and be committed to developing your own professional practice.
* Work as required across the curriculum and across all phases within the School in accordance with the role.

### Support for the curriculum

* Use ICT confidently and effectively with children and to prepare resources.
* Promoting and safeguarding the welfare of children in the School.
* Ensure that all tasks are carried out with due regard to Health and Safety
* Participate fully in professional development activities and ensure that these impact positively on your performance.
* To support the ethos of the School and take part in activities that promote the school in the community.
* To promote the agreed vision and aims of the School.
* To set an example of personal integrity and professionalism.
* Attendance at appropriate staff meetings and parents evenings.
* Any other duties as commensurate within the grade in order to ensure the smooth running of the School.

Within the grade and job description the exact focus of the role will be decided at School level and will take into account the needs of the School as well as the experience and development needs of the member of staff.

Signed………………………………………………………………………………………………..Employee Date………………………………

Signed………………………………………………………………………………………………….Employer Date………………………………

### PERSON SPECIFICATION

**Job Title:** Teaching Assistant

**Grade:** GR3

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| **CRITERIA** | **ESSENTIAL (Desirable *in italics*)** |
| **EXPERIENCE**  **(Relevant work and other experience)** | Experience of supporting children in a classroom environment, including those with special educational needs and disabilities (SEND).  Experience of supporting pupils with English as an Additional Language.  Experience of using ICT to support pupils in the classroom. |
| **SKILLS AND ABILITIES** | A good standard of education in English and mathematics (see qualifications).  Working knowledge of SEND Code of Practice 2014.  A good level of skills in ICT for both personal use and use in the classroom, supporting pupils and preparing resources.  Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.  Ability to consistently and effectively implement agreed behaviour management strategies.  Ability to use language and other communication skills that pupils can understand and relate to. (Ability to speak one or more community languages).  Ability to establish positive relationships with pupils and empathise with their needs.  Ability to demonstrate active listening skills.  Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task.  Ability to monitor pupils’ response to learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.  Ability to carry out and report on systemic observations of pupils’ knowledge understanding and skills.  Ability to assist in the recording of lessons and assessment as required by the teacher.  Ability to offer constructive feedback to pupils to reinforce self-esteem.  Ability to work effectively and supportively as a member of the School team.  Ability to work within and apply all School policies e.g. Behaviour Management, Safeguarding; Child Protection, Health and Safety, Equal Opportunities  Achievement of the Behaviour objective in Performance Management and a (Good performance management grade). |
| **TRAINING** | Evidence of a willingness to participate in CPD and other external training and developmental opportunities offered by the School to improve performance. |
| **EDUCATION/** **QUALIFICATIONS** | NVQ Level 3 for Teaching Assistants or equivalent.  GCSE (or equivalent) at grade C or above in English and mathematics.  *A level qualifications*  *Degree or equivalent* |
| **OTHER** | Maintain confidentiality on all School matters and uphold the School’s Professional Standards. |
| **SAFEGUARDING** | Clear DBS |
| **OTHER** | Right to work in the UK |