

## Job Description

### Teaching Assistant

**Reports to: Head and Deputy Head (SENDCo) of the Junior Department**

#### Overview:

This is a proactive role centred on working in class across the Junior Department with pupils from Nursery age to Year 6. The role will also involve supporting pupils who have additional learning needs in class, 1:1 or in small groups.

The post holder will set high expectations for all pupils' experience within the classroom; she/he will have up-to-date subject knowledge and experience of working in a primary setting. Experience of working either within an Early Years setting and/or with pupils with SEND would be advantageous, but not essential.

#### Duties and Responsibilities:

##### Support for Pupils, Teachers and the Curriculum

- To support children's learning activities including: reading/number games etc, as directed by the class teacher, on a one to one basis, or in small groups;
- To work under the instruction/direction of the class teacher and SENDCo for the Junior Department, to support the teaching of pupils with SEND; developing an understanding of the specific needs of the pupil(s) to be supported;
- To work with pupils who may have complex needs, providing the appropriate level of emotional and physical support where necessary;
- To work collaboratively with teachers and other professional agencies to provide effective support and inclusion for all learning activities;
- To provide emotional literacy support to pupils if necessary through school clubs;
- To encourage the participation of pupils in the social and academic processes of the School, enabling pupils to become more independent learners;
- To supervise whole classes for short periods of time;
- To support pupils learning activities as directed by the teacher; either on a one-to-one basis or in small groups;
- To support pupils to understand instructions or those with communication difficulties; this could be when English is an additional language;
- To assist younger pupils with personal hygiene according to the Intimate Care Policy;
- To use sound knowledge and understanding of numeracy and literacy in helping pupils in their learning;
- To assist in the preparation, organisation, delivery and follow-up of the curriculum, providing feedback on pupil progress;
- To support the use of ICT in the classroom and develop pupils' competence and independence in its use;
- To liaise with the SENDCo regarding any necessary and appropriate resources to support pupils in lessons;
- To support pupils in their social development and emotional wellbeing; reporting concerns as appropriate;
- To share information about pupils with other staff, parents and carers;
- Contribute information to pupil records through careful observations of activities (eg, assessment information);
- To assist in the day-to-day organisation of the class under the direction of the class teacher;

- To assist in the planning and preparation of pupil passports/support plans as appropriate; collecting evidence for parental meetings;
- To attend and give feedback, where appropriate, in PLP Review meetings;
- To assist pupils with organisation at the beginning and at the end of lessons;
- To assist in the preparation, organisation, delivery and follow up of the curriculum;
- To provide basic first aid or administer medicine as and when necessary; to complete and Accident Form for parents and to record accident details in the Department Accident Book;
- To lead/assist with enrichment activities;
- To support pupils at their weekly swimming lessons and be prepared to assist with changing, etc;
- To accompany pupils on trips and in the outdoor setting as required;
- To assist the class teacher with the display of work and organisation of the room;
- To proof-read minutes, when necessary;
- To maintain a clean, safe and tidy learning environment;
- To ensure work is suitably differentiated to meet the needs of all pupils within the class and to have high level expectations within the differentiation;
- To contribute to whole school initiatives in Literacy and Numeracy, liaising with colleagues as appropriate;
- To act as a reader/scribe to support pupils;

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection/safeguarding, confidentiality and data protection; reporting all concerns to an appropriate person;
- To act as the Health and Safety Representative for the Junior Department;
- Show a duty of care to all pupils and staff and to take the appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the School;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Make a contribution to organising effective learning environments and assist in the preparation of resources and displays with minimum supervision;
- Assist with the supervision of pupils before/after school, break and lunch time duties as required;
- Provide cover to supervise a class and/or small groups on an unexpected, non-timetabled basis;
- Maintain good, supportive working relationships with pupils and with staff;
- To endeavour to improve personal performance by attending staff briefings, training, meetings and INSET when appropriate, as well as annual performance reviews;
- To be prepared to attend meetings, parents' evenings and other functions when necessary;
- To agree to undertake any professional activities which fall within his/her capabilities and which may be reasonably required by the School;
- To endeavour to assist the class teacher in the provision of a welcoming atmosphere for both parents and pupils.

## **Person Specification**

- Qualifications:** GCSE (grades A\* to C or equivalent) in English and Maths – Essential.  
Level 3 nationally recognised relevant childcare qualification - Essential.  
ELSA (Emotional Literacy Support Assistant) Training - Desirable
- Desirable** Evidence of relevant training courses attended.  
Experience of Early Years and/or SEND.
- Experience:** Experience of working with children across the primary age range in a school setting.  
Confident working with a range of IT.
- Knowledge:** Knowledge of child development.  
Knowledge of Child Protection and Health and Safety legislation.
- Skills:** Excellent interpersonal and communication skills.  
Excellent planning and organisational skills.
- Personal Qualities:** Child centred, inclusive approach.  
Ability to use own initiative and to work as part of a wider team.  
Approachable, co-operative, flexible and enthusiastic.  
Sensitive, empathetic and confidential.