

# Rockwell Green C of E Primary School



## JOB DESCRIPTION

**JOB TITLE:** Teaching Assistant  
**RESPONSIBLE TO:** Classteacher/ SLT/ Headteacher

## PURPOSE OF JOB

To work under the instruction guidance of the Class teacher/ SLT/Headteacher to undertake work/care/support programmes, to enable access to learning for pupils and to assist the class teacher in the management of pupils and the Learning Environment.

## MAJOR RESPONSIBILITIES

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational and medical needs
- Taking responsibility for your own welfare by following the schools policies and procedures
- Delivering pre-determined learning/care/support programmes
- Delivering high quality teaching and learning experiences
- Ensuring you have the appropriate subject knowledge and awareness of good current practices to support pupils learning effectively
- Assisting with the planning, doing and review cycle
- Undertaking general clerical/administrative support for the class teacher

## DUTIES

Support the learning by:

- Using effective strategies, in liaison with the other members of the team, to support pupils to achieve learning goals
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses so progress can be accelerated
- Providing detailed and regular feedback on pupils' achievement, progress, problems, etc so learning can be enhanced.
- Promoting good behaviours for learning by motivating and encouraging pupils
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with school policies and plans
- Assisting with the display of pupils learning

- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents
- Carrying out assessments in line with published guidelines and expectations
- Assisting in the supervision of Standard Assessment Tasks as directed
- Providing clerical/administrative support e.g. scribing, photocopying, typing, filing, money, etc.

#### Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Working with a specific child who has high level needs on a 1:1 basis when needed
- Working with a specific child who has high level needs outside of the classroom when needed so all other pupils have the opportunity to learn
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting independence, resilience and self-esteem
- Providing feedback to pupils in relation to progress and achievement either verbally or in written form using a green pen in line with the school policy
- Modelling, commenting and using expanded phrases to support the development of both expressive and receptive speech and language skills

#### Support the curriculum by:

- Supporting pupils understanding of safeguarding and how to keep themselves safe
- Assessing the progress pupils are making against the learning objectives, the EYFS profile and/or the National Curriculum
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the learning objectives and assisting pupils in their use
- Taking responsibility for being prepared for each school day by reading emails, the communication board in the staffroom, checking the diary and asking questions if unsure about what is expected

#### Support the school by:

- Being aware of and complying with policies and procedures relating to safeguarding & child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Being flexible and supporting the school team for the best outcomes of all children
- Contributing to the overall ethos/values/aims of the school
- Appreciating and supporting the role of other professionals
- Having a positive mindset regarding the challenges, changes and new initiatives that are instigated within the school
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school, breaktimes and at lunchtimes as required
- Accompanying staff members and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the class teacher
- Being pro-active in promoting the school/pre-school to enhance pupil numbers and support full capacity being reached
- Undertaking any other reasonable duties as directed by the class teacher, SLT or Headteacher

# PERSON SPECIFICATION

**TITLE** Teaching Assistant  
**SCHOOL** Rockwell Green C of E Primary School  
**GRADE** 15 or 14

Category	Requirements	Essential/ Desirable	Method of Assessment <sup>12</sup>
Education/ Training	Good numeracy/literacy skills GCSE Maths & English Grade A - C	Essential Essential	A A, I
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	Willingness to participate in other development and training opportunities	Essential	A, I
	NVQ 2/3 for Teaching Assistants or equivalent qualifications/experience Training in the relevant learning strategies e.g. literacy, numeracy, EYFS curriculum	Desirable	A, I
Experience	Working with or caring for children of relevant age.	Desirable	A, I
Knowledge	Basic understanding of child development and learning	Essential	A, I
	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Desirable	A, I
	General understanding of national/foundation stage curriculum and other basic learning programmes	Desirable	A, I

Skills/Abilities	Ability to effectively use ICT to support learning, or to undertake training to do so.	Essential	I
	Ability to use other technology to support learning - e.g. video, ipad, photocopier etc.	Essential	I
	Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults.	Essential	A, I
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these.	Essential	I

Key for Method of Assessment: **A** - Application

**I** - Interview

**Signatures:**

**Job Description agreed by:**

**Job Holder :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mike Berrisford**  
**Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_