

# The Heights Primary



## Job Specification – Teaching Assistant

**Reports to:** Headteacher

**Hours:** 8.30 to 3.45; term time plus inset days.

**Main Purpose:** Supporting and Delivering Learning

1. To make a positive impact on the behaviour, education and social skills of pupils.
2. To support access to learning for all pupils.
3. To support the teacher in the management of pupils and the classroom.

### Key Responsibilities:

#### Teaching and learning

- Support pupils (1 to1 and in small groups) with learning across the curriculum, in line with national learning strategies.
- Provide support to SEN children, 1:1 and in small groups.
- Assist in the implementation of individualised support.
- Assist in the educational and social development of pupils under the guidance of the Headteacher, SENCO and Class Teacher.
- Support pupils to understand instructions.
- Support pupils in using basic ICT as directed.
- Assist the Class Teacher with maintaining pupils' records as requested.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

#### Administrative Duties

- Prepare classroom as directed for lessons and clear afterwards.
- Prepare and present displays of pupils' work.
- Provide clerical / admin support, e.g. photocopying, filing, collecting money.
- Undertake other duties from time to time as the Headteacher requires.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

#### Support for the pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others, and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

### **Support for the school**

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Help promote positive behaviour management.
- Appreciate and support the role of other professionals, such as speech and language therapists.
- Be proactive in matters of health and safety.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, during break and lunchtimes. This will be arranged on a rota basis.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Undertake any other duties of a similar nature as required by the teacher or Headteacher.

### **Person Specification:**

We are looking for someone who:

- Has strong relevant experience working with children.
- Can support pupils, using effective learning strategies.
- Has good communication skills.
- Has good organisational skills.
- Is able to inspire young minds and make learning fun.
- Works well as part of a small team.
- Has the ability to work closely with teachers, parents and associated professionals.
- Is flexible and adaptable to changing circumstances and requirements.
- Is calm and patient.
- Is caring and conscientious.
- Is enthusiastic, with a sense of humour and positive attitude.
- Is willing to undertake training and professional development.

It would be an advantage to have some experience of working with children with special educational needs.

### **Pay**

- Pay will be pro rata, dependent on actual hours worked.
- Full time equivalent salary is £16,231.

*The responsibilities within this job specification may be changed from time to time.*