



**JOB DESCRIPTION**

**Name** .....

**Job Title**                    **Teaching Assistant**

**Location**                    **Fairlands Primary School**

**Grade**                        **H2**

**Reports to**                    **Deputy Headteacher**

**JOB PURPOSE**

1. To provide support to teachers in the management of pupils' learning.
2. To actively model and promote the values and ethos of the school.

**KEY RESPONSIBILITIES**

1. Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
2. Prepare classrooms and clear afterwards and assist with the display of pupils' work.
3. Provide clerical/admin support: e.g. photocopying, typing, filing, collecting money and record keeping.
4. Assist with the planning and delivery of learning activities.
5. Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
6. Liaise with parents and carers, under the direction of a teacher.
7. Administer and routine tests.
8. Assist with the development of individual education plans and personal care programmes.
9. Supervise, and provide individual support for, pupils with identified special educational needs.
10. Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives, e.g. intervention strategies.
11. Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**Other responsibilities**

[Type here]

1. Contribute to the overall ethos / work aims of the school.
2. Participate in training and other learning activities and performance development as required.
3. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, e-safety, confidentiality and data protection; and report all concerns to an appropriate person.
4. To undertake any other duties as appropriate to the grade of the post as requested by the headteacher or deputy headteacher.

### **Working environment**

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

## **PERSON SPECIFICATION**

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

#### **Essential**

1. Commitment to equal opportunities and inclusion
2. Good general standard of education
3. Experience of working with children of the relevant age, in a caring or educational environment.
4. Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate
5. Ability to relate to children and adults
6. Working knowledge and understanding of principles of child development, learning styles and independent learning
7. Empathy with the needs of children and young people
8. Ability to work effectively within a team environment, understanding classroom roles and responsibilities
9. Ability to manage pupils in a classroom setting
10. Good communication skills - able to effectively communicate with children and colleagues
11. Effective use of ICT to support learning
12. Ability to manage pupils in a classroom setting.
13. Well organised, calm and positive

#### **Desirable**

14. Basic knowledge of first aid.
15. NVQ qualification or equivalent

Print Name: .....

Signed: .....

Date: .....