



**SOUTH HILL PRIMARY SCHOOL**  
**Job Title: Teaching Assistant**

**Job Title: Teaching Assistant**

**Reports to: Class Teacher/Assistant Head/Headteacher**

**Salary Range: H2**

**Purpose of the job**

- To work with teachers to support teaching and learning
- Providing general and specific assistance to pupils under the guidance and direct supervision of the classroom teacher
- Work with groups of pupils or individuals
- Support the behaviour and wellbeing of pupils

**Main duties**

- Support pupils to understand instructions; support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Carry out interventions to support small groups with their learning
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Attend training courses where necessary for the needs of the children in the school and needs of the individual member of staff.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Assist with break-time supervision including facilitating games and activities
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

**Other**

<b>Knowledge</b>	<b>Competencies</b>
<ul style="list-style-type: none"><li>• NVQ level 1/2 (or equivalent) - desirable</li><li>• Knowledge of ICT</li><li>• Awareness of Health, wellbeing and safety</li><li>• Awareness of keeping children safe</li><li>• Awareness of Data protection and confidentiality</li><li>• Basic knowledge of First Aid</li></ul>	<ul style="list-style-type: none"><li>• Communication (written and verbal)</li><li>• Problem Solving</li><li>• Team working</li><li>• Active Listening</li><li>• Motivation</li></ul>

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Understanding of the School's ethos and values</li></ul> |  |
|--|--|

### **Accountable for**

- The education and welfare of the children in accordance with national conditions of service and the ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

### **Authority to**

- Implement rewards and sanctions within the school policies and procedures.
- Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

### **Entitlements**

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (annually)

### **Safeguarding**

South Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure.

*This role will be reviewed annually as part of the annual performance management process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**Agreed and signed:**

**Date:**