



DOTHILL PRIMARY SCHOOL

Job Description

Position: Teaching Assistant
Scale: Scale 1 (Level 1)

LEVEL 1 - To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

SUPPORT FOR 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 TEACHER

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- 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, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Cover playground duties - supervision of the children - on a daily basis.
- Other reasonable duties as and when required.

Experience	<ul style="list-style-type: none">• Working with or caring for children of relevant age
Qualifications	<ul style="list-style-type: none">• Good numeracy/literacy skills• Completion of DfES Teacher Assistant Induction Programme• Participate in development and training opportunities
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of first aid• Use basic technology - computer, video, photocopier• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

The above is a statement of specific duties and responsibilities but you will also be required to perform any other reasonable tasks as directed by the Head or Deputy Head Teacher.

At all times you are responsible to the Head or Deputy Head Teacher and you are accountable to the class teachers with whom you work.

This job description will be reviewed annually but may be amended at any time following consultation between the Head or Deputy Head Teacher and yourself.

Holidays are not to be taken during school term time. Please refer to your statement of particulars of employment. PD Days are optional at the request of the Head or Deputy Head Teacher. The Head or Deputy Head Teacher may request you to work these days which will be paid at the appropriate rate.

Person Specification:

- A love of working with children!
- Enhanced CRB clearance
- Good skills in English and Maths.
- Computer/ICT skills - i.e. use of word processing skills and the internet
- A sense of humour, positive 'can do' attitude and the willingness to work well within a close-knit team
- Experience of supporting children in schools, preferably with Numeracy/Literacy
- Ability to support a broad, rich and inclusive primary curriculum, which celebrates individuality
- Keenness ... the ability to act on your own initiative, yet still be a team player
- Experience in pastoral support of children
- Ability to build effective relationships with children and young people and develop strategies to help remove barriers to learning.
- An ability to maintain good relationships within the school and the wider community
- Flexibility where the needs of the school are concerned
- The ability to think creatively to anticipate and overcome challenges
- Patience and the ability to stay calm under pressure or in frustrating situations
- Sensitivity in interpersonal relationships and discretion in professional dealings
- The ability to follow instructions accurately whether written or spoken
- Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals, both orally and in writing.
- A sense of professionalism and pride in a job well done.