

## **Job Description**

**SCP 11- 14**  
**£12,900 - £13,900 pro rota**

**Job title: Teaching Assistant**

**Responsible to: Class teacher and Senior Leadership team**

**Main Purpose of the Job: To support the classroom teacher with their responsibility for the development and education of all pupils.**

**To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.**

### **Support for the Pupils**

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supervise and support pupils' ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Encourage pupils to act independently as appropriate.
7. Support pupils with changing for PE and if child has wet or soiled themselves.
8. Frequently supervise children on activities without a teacher present including outdoor activities.
9. Observe and assess children's development and progress using learning goals relevant to Key Stage.
10. Act as a key worker for a group of children.
11. Work with pupils on a 1:1 when required.

### **Support for the Teacher**

1. Prepare classroom as directed for lessons and clear up afterwards, encouraging children to help
2. Assist in preparation and display of pupils' work.
3. Be responsible for groups of pupils.
4. Assist in sanitising areas in the classroom that may need cleaning.
5. Organise materials and equipment for use within the classroom.
6. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
7. Keep accurate records of observation, assessment and development of children and update observations and learning journals.
8. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
9. Gather/report information from/to parents/carers as directed.
10. Sharing responsibility for display areas.
11. Contributing to curriculum development, ensuring a stimulating environment
12. Taking responsibility for implementing specific pre-planned activities.
13. Support teaching/senior staff with routine administration e.g. photocopying, typing, filing etc.
14. Attending weekly staff and planning meetings and stay at school until tasks are complete.

### **Support for the Curriculum**

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

### **General tasks**

1. 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.
2. Contribute to the overall ethos/work/aims of the school.
3. To undertake playground supervisory duties directed by Headteacher and senior teachers.
4. To supervise children if class teacher has to leave the area.
5. Attend and participate in relevant meetings as required.
6. To assist in meeting the physical care needs of pupils as required.

### **Lunchtime duties**

1. Supervise whilst the children are eating.
2. Support children to clear the area when they have finished eating. Clean table if necessary.
3. Supervise the children in the playground during the stated lunchtime period, and organise games to ensure they use their lunchtime period purposefully.
4. Have due regard to everyone's safety at all times.

### **Support for the School**

1. 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.
2. Be aware of and support differentiation to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.

7. Assist with the organisation of school medical arrangements, e.g. dental inspections, nurse visits.
8. Supervision of pupils out of lesson times, including before and after school and at lunchtimes.
9. Attend first aid training and carryout basic first aid when required.
10. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required.
11. Assist with the preparation and presentation of special events, e.g. School Concerts, Plays, Parents / Carers evenings.
12. To carry out any other reasonable duties and responsibilities within the overall function and the levels of responsibilities of the post.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Headteacher to ensure the smooth running of the school

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

**This School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.**

**Person Specification**  
**Learning Support Assistant**

		Essential	Desirable
<b>A: Commitment to Vision</b>	1. Shares the founding vision and ethos for Yavneh Primary School	X	
<b>B: Experience</b>	2. Current or recent experience of working within the Early Years Foundation Stage or KS1		X
<b>C: Qualifications</b>	3. Holds or working towards NVQ level 2 or 3 in childcare and Education or equivalent qualification or experience		X
	4. Good Numeracy/Literacy skills	X	
	5. Training in relevant learning strategies	X	
	6. First aid training		X
<b>D: Teaching &amp; Learning</b>	7. Provide high quality teaching and learning support to meet the needs of all pupils	X	
<b>E: Skills</b>	8. Has excellent communication skills (including written, oral and presentation)	X	
	9. Fluent in English	X	
	10. Ability to use own initiative and work as a member of a team.	X	
	11. Competent in ICT	X	
<b>F: Knowledge</b>	12. Has a good knowledge of the expectations of good quality Early Years provision.	X	
	13. General understanding of Foundation Stage curriculum and other basic programmes.	X	
	14. Understanding of principles of child development and learning	X	
	15. Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation		X
	16. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young carers	X	
	17. Has knowledge of teaching phonics		X
	18. Awareness of current curriculum issues and educational developments		X
<b>G: Personal Attributes</b>	19. Ability to relate well to children and adults	X	
	20. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	X	
	21. Able to deal sensitively with people and achieve positive outcomes.	X	
	22. Ability to self-evaluate learning needs and actively seek learning opportunities	X	
	23. Enquiring, independent thinker	X	
	24. Approachable, honest, reliable, resilient; has presence and is highly visible to students, parents/carers and the wider community	X	