



# St Andrew's CE Infant School

**Job Title:** Teaching assistant

**Grade:** 3

## Job Description

### **Job Purpose**

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

### **Duties and Responsibilities**

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and help facilitate their physical and emotional development
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical, or emotional needs.
- Monitor individual pupil's progress, achievements, problems, condition, and developmental needs, reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of individual education plans (TTPs), EHCPs and personal care programmes for individuals and groups of children.

### **Job Responsibilities and Tasks May Include Some of the Following:**

1. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or groups of pupils as directed.
2. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
5. Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
6. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
7. Ensure that pupils can safely use equipment and materials provided.
8. Provide support for local and national learning strategies e.g. literacy, numeracy, KS 1 and EYFS.
9. Assist with the implementation of programmes designed by other professionals such as Educational Psychologists and Speech and Language Therapist.

*'Do everything in love.'* (1 Corinthians 16:14)

## St Andrew's CE Infant School

10. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
11. Assist the teacher with the administration of baseline tests.
12. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
13. Prepare/clear the classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupils' work.
14. Provide support to the classroom teacher by undertaking photocopying, filing, and recording and collecting of monies as directed.
15. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - Assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - The changing of soiled clothing and its disposal in an appropriate way.
  - Assisting with children's injuries and, where appropriately qualified, administering first aid;
  - Assisting with the administering of medicines under the direction of the appropriate medical staff.
  - Assisting with the identification and monitoring of children's general health and welfare.
16. Be aware and comply with the policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
17. Support and contribute to the overall ethos/work/aims of the school.
18. Assist with the supervision of pupils outside of lesson times, including before and after the school day begins and during lunchtimes.
19. Assist with group activities within and away from the classroom/school such as PE and educational visits.
20. Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
21. Attend and participate in relevant meetings as required.
22. Assist the teacher in supporting volunteer helpers or students in the classroom.
23. To provide occasional supervision of whole classes during the short term (no longer than 1 day) unplanned absence of the class teacher.
24. Any other duties and responsibilities within the range of the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council' Health and safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include the processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (General Data Protection regulation 2016).

# St Andrew's CE Infant School

## Person Specification

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| Knowledge          | <ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice &amp; legislation</li> <li>• Good understanding of child development &amp; learning</li> <li>• Training in effective strategies for learning &amp; managing behaviour</li> <li>• Understanding of issues regarding the safeguarding of children</li> </ul>   |
| Skills & Abilities | <ul style="list-style-type: none"> <li>• To effectively use ICT</li> <li>• Able to relate well to children and adults</li> <li>• Able to work constructively as part of a team</li> <li>• Able to reflect on your own practice and identify developmental targets</li> <li>• Able to project a calm and positive attitude at all times when dealing with children</li> <li>• Ability to organise time and resources efficiently</li> <li>• Flexible in your approach to work</li> </ul> |
| Experience         | <ul style="list-style-type: none"> <li>• Current paid experience (minimum of 2 years) of working with children in EYFS and Key stage 1</li> <li>• Current experience of working with children with a variety of SEN, (learning, physical and behavioural)</li> <li>• Working knowledge of effective intervention strategies</li> <li>• Experience of assessing children and reporting information to teachers</li> </ul>  |
| Educational        | <ul style="list-style-type: none"> <li>• Grade 4/Grade C pass in GCSE English</li> <li>• Grade 4/Grade C pass in GCSE Mathematics</li> <li>• NVQ 3 (or equivalent) for teaching assistants</li> </ul>   |