



Cannon Park Primary School
TEACHING ASSISTANT JOB DESCRIPTION
Grade 2 – Term Time Only – 39 Weeks

ATTRIBUTES	JOB REQUIREMENTS
KNOWLEDGE	<ul style="list-style-type: none"> ➤ An understanding of the needs and characteristics of young children ➤ Some understanding of child development and the way children learn ➤ An understanding of the role adults play in children's education ➤ An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate easily with people from minority groups, people with disabilities
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ➤ To assist children on an individual basis, but also work as part of a team ➤ To support children in their learning needs, including Gifted & Talented children and children with Special Needs ➤ To be able to liaise effectively with others ➤ To communicate clearly in speech and writing ➤ To have good competency skills in Maths and English, e.g. be able to spell, use a PC etc ➤ To work with guidance, but under limited supervision ➤ To have good organisational skills ➤ To be able to explain tasks simply and clearly ➤ To be supportive, patient and caring

	<ul style="list-style-type: none"> ➤ To be willing to be involved in professional development and to attend courses ➤ To be able to deal with sick children ➤ To be able to deal with tasks such as toilet accidents ➤ To be able to deal with situations calmly and efficiently ➤ To be able to move equipment if necessary ➤ To be able to lift children if necessary ➤ To be able to accept authority and supervision and respond appropriately ➤ To be able to adapt to changing role requirements ➤ To be able to offer any personal skills such as Art, Craft, Music, ➤ To be able to organise games/clubs at lunchtimes e.g. sports clubs, ICT clubs ➤ To be able to put up attractive displays around school (this may involve using ladders) ➤ To be able to assist Class Teachers in preparing and supervising outings and visits and, if required, helping to organise and accompany out of school functions, such as outings, summer fairs and open evenings.
Education Achievements	<ul style="list-style-type: none"> ➤ NVQ II or equivalent
Experience Of	<ul style="list-style-type: none"> ➤ Working with or caring for children ➤ Experience of working in a relevant classroom/environment ➤ Experience of supporting pupils with challenging behaviour
Contra Indicators	<ul style="list-style-type: none"> ➤ Not prepared to undertake training ➤ Difficulty in working as part of a team

Application

Well-constructed, grammatically correct and with presentation of ideas and experience to meet the needs of the post.

Attendance

Excellent attendance and health record

References

Excellent and unequivocal

Reviewed March 2022