



# Southfields Primary School

## JOB DESCRIPTION – Teaching Assistant (Grade 3)

### Job Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils. To work with individuals and small groups of children to enable them to progress within specifically defined areas of learning.

### Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor, the Teaching Assistant will be expected to:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in 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 and development 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 with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school behaviour policy, providing detailed and regular feedback as appropriate.

- 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 promoting self-esteem and independence.
- Ensure that pupils can safely use equipment and materials provided.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- 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.
- Assist the teacher with the administration of baseline tests.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare/clear classroom, as directed, before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  1. assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  2. the changing of soiled clothing and its disposal in an appropriate way;
  3. assisting with children's injuries and, where appropriately qualified, administering first aid;
  4. assisting with the administering of medicines under the direction of the appropriate medical staff;
  5. assisting with the identification and monitoring of children's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support, fully demonstrate the values of, and contribute to, the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, for example, break times and lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE and educational visits.
- 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.

- Assist the teacher in supporting volunteer helpers or students in the classroom.
- Any other duties and responsibilities within the range of the salary grade.

### **All employees**

All duties and responsibilities must be carried out with due regard to the City Council's 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 processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

## Person Specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ Very good numeracy/literacy skills equivalent to GCSE Grade 4 (formerly Grade C) and above</li> <li>➤ Experience of working with children, with evidence of recent training undertaken</li> </ul>	<ul style="list-style-type: none"> <li>➤ NVQ 3 for Teaching Assistant (or recognised equivalent qualification).</li> <li>➤ Experience of working across the whole primary age range</li> </ul>
<b>Skills, knowledge and understanding</b>	<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>➤ The needs of young children</li> <li>➤ Child development and the ways in which children learn</li> <li>➤ The roles played by various adults in a child's education</li> <li>➤ How children learn and how to motivate them</li> <li>➤ Supporting children with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Have knowledge and understanding of the National Curriculum</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➤ Commitment to always maintaining confidentiality</li> <li>➤ Commitment to safeguarding pupil's wellbeing and equality</li> <li>➤ Commitment to their own professional development</li> </ul>	

### Notes:

This job description may be amended at any time in consultation with the postholder.