



# Job Description

<b>Job Title:</b>	Teaching Assistant	<b>Location:</b>	Park Hill Primary
<b>Grade:</b>	3	<b>Post Number:</b>	024076

## Job Purpose

To support classroom teachers 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 to ensure all children achieve the best possible outcomes.

## Main 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 facilitate in their academic, physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- Monitor the progress of individual pupils and groups of pupils, their achievements, problems, condition 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 in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.

## Job responsibilities and Tasks May Include Some of the following:

- Assist teaching staff as required, including helping individual children and leading groups with the full range of curriculum activities and use of information technology as appropriate.
- Prepare, display and mount work, set out equipment/materials under the direction of Class Teachers
- Make and maintain teaching aids and equipment for example undertake simple repairs of books and equipment
- In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state and equipment and materials are stored correctly
- Provide physical care and attention for personal needs, including care of children who are sick and escorting sick children home where necessary
- Undertake supervision of children in the playground and dining room, including regular lunchtime supervision, as determined by the Headteacher/Class Teacher
- 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.
- Liaise with teachers and other staff to obtain exchange and record information on individual children
- Assist with tasks in respect of classroom activities as required including maintaining library book records, maintaining classroom supplies and general classroom duties such as photocopying and filing

- Assist the Class Teacher in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, summer fairs and open evenings
- Assist the Class Teacher in supporting volunteer helpers and students in the classroom
- Support and contribute to the overall ethos/work/aims of the school.
- Assist the Class Teacher in supporting Home Links.
- Attend Staff Meetings as necessary
- Assist supply staff with the daily classroom routine as determined by the Class Teacher
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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.

**Responsible to:** Class Teacher/Assistant Head/Headteacher



# Person Specification

<b>Job Title:</b> Teaching Assistant	<b>Location:</b> Park Hill Primary
<b>Grade:</b> 3	

Area	Description
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills equivalent to GCSE in English and Maths</li> <li>• NVQ Level 3 Teaching Assistants or equivalent qualification or experience</li> <li>• Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths</li> <li>• Meet Higher Lever Teaching Assistant standards</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of the needs and characteristics of young children</li> <li>• Some understanding of child development and the way in which the learn</li> <li>• Some understanding of SNED children with learning and neurological disorders</li> <li>• An understanding of the roles played by various adults in children’s education</li> <li>• An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups and people with disabilities</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Work with the class teacher and/or other professional staff to assist in the development and implementation of partial strategies or ideas to achieve set objectives, including work with information technology</li> <li>• To assist children on an individual basis but also part of a team</li> <li>• To be able to explain tasks simply and clearly</li> <li>• To be supportive and caring, handling situations with patience and sensitivity</li> <li>• To have competency skills in numeracy and literacy</li> <li>• To assist pupils in developing reading, writing, numeric, craft and other basic skills</li> <li>• To be able to lift/carry pupils and materials</li> <li>• Able to able and maintain teaching aids and equipment e.g. simple basic repairs of books</li> <li>• Follow laid down procedures of the storage of equipment and materials</li> <li>• Able to act as a carer to sick children</li> <li>• Able to deal with tasks such as toileting, toilet accidents and vomiting</li> <li>• Able to undergo training in First Aid as required</li> <li>• To supervise and control children and adhere to defined standards</li> <li>• Able to authority and supervision and respond appropriately</li> <li>• To work with guidance but under limited supervision</li> <li>• To liaise and communicates effectively with others in respect of the duties of the post and to give an provide information and instructions, whilst recognising the importance of confidentiality in a school setting</li> <li>• Ability to relate well to children and adults</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience within a school or nursery setting preferred with young children e.g. as a parent, voluntary work such ass Brownies, Cubs, playschemes, playgroups, creches, dining room assistant</li> </ul>
<b>Special Requirements:</b>	<p>This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DRB Disclosure will be required prior to appointment.</p>