

Gosford Park Primary School  
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Headteacher: Mrs Rachael Allen  
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Gosford Park Primary School  
One Community, Many Cultures; Growing and Learning Together  
**Teaching Assistant Job Description and Person Specification**

Employment details	
Job title	Teaching Assistant- Fixed Term
Reports to	Headteacher
Working Pattern	Full Time- Term Time only
Salary	Grade 3
Start Date	September 1 <sup>st</sup> 2023

**General Duties**

- Comply with school policies and procedures, in particular those relating to child protection and safeguarding.
- Supervise and support the teaching and learning activities of individuals or groups of children to facilitate progress and ensure safety.
- Use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children, including those pupils with special educational, physical, or emotional needs.
- Monitor individual pupil's progress, achievements, 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 Provision Plans and Personal Care Programmes for individuals and groups of children.

### **Job responsibilities and tasks may include:**

- 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 of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
- Promote pupil independence, reinforcing the pupil's self-esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
- Ensure that pupils are able to 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 assessments.
- 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:
  - Assistance with 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.
- 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 and contribute to the overall ethos/work/aims of the school.

- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, 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.
- Attend and participate in relevant meetings as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.
- Any other duties and responsibilities within the range of the salary grade.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
  - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
  - Showing tolerance of and respect for the rights of others.
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in attendance and punctuality.

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualifications and/or experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school with a similar community to Gosford Park.</li> </ul>
<b>Skills and experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• The ability to communicate, and enjoy working with children in a sensitive and caring manner</li> <li>• Promote positive behaviour strategies to support the needs of all children</li> <li>• Be a positive role model</li> <li>• Able to liaise and communicate effectively with children and their parents/carers and maintain positive effective professional relationships with other staff members</li> <li>• Able to record and present information in a neat and legible way</li> <li>• Ability to recognise the importance of confidentiality at all times</li> <li>• Able and willing to undertake staff training and development courses</li> </ul>	<ul style="list-style-type: none"> <li>• Recent and relevant Career Professional Development in a Primary setting.</li> </ul>
<b>Knowledge</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Strong knowledge of the national curriculum</li> <li>• Up-to-date knowledge about developments in Education and how it impacts children in the classroom</li> </ul>	
<b>Personal traits</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Quick to adapt and take on new initiatives.</li> <li>• A personable and approachable individual</li> <li>• Eager to uphold the school's ethos</li> <li>• Committed to equal opportunities and empowering others</li> <li>• Able to maintain a good working relationship with others</li> </ul>	
<b>Additional requirements</b>	<p>The successful candidate must have:</p> <ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> <li>• An exemplary conduct and attendance record</li> <li>• A desire and commitment to contribute to the school community</li> </ul>	