 **Flookburgh CE Primary School**

**‘Together, we believe, anything is possible’**

***Matthew 19:26***

**Teaching Assistant Job Description**

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| **School** | Flookburgh CE Primary School |
| **Unit/team** | Teaching support |
| **Job title** | Teaching Assistant |
| **Job family role profile level** | PCD5 |
| **Date** | December 2023 |

# **Purpose**

Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.

Roles at this level will not be expected to carry out any specified work.

# **Key responsibilities**

* Implement planned learning activities/teaching programmes as agreed with the teacher,

adjusting activities according to pupil’s responses.

* Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
* Support learning by arranging / providing resources for lessons/activities under the direction of the teacher.
* Support pupils’ social, emotional and physical wellbeing, reporting concerns to the

appropriate person.

* Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
* Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
* Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
* Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

## **Staff Management Responsibilities**

* Some assisting of less experienced staff, if required.

## **Resources**

* Responsible for using curriculum admin resources, including photocopiers and laminators,

following manufacturers’ instructions and reporting defects.

* Responsible for maintaining classroom equipment and stocks; requesting new stocks of resources, as required.
* Responsible for using School ICT equipment to access learning resources and information. This post is in regulated activity with children.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | NVQ recognised and relevant Level 2 | A relevant NVQ level 3, or working towards a Level 3 qualification. |
| **Relevant experience** | Working with or caring for children and young people.  Working in a classroom setting. | Working with and caring for children of Early Years Foundation Stage age including, ability to work across the Primary age-range, as required. |
| **Knowledge** | Awareness of practices and procedures within education relating to the welfare, safety and education of children.  General understanding of the Early Years Curriculum including additional basic, learning programmes and strategies.  Basic understanding of child development and learning. | Knowledge of other services to young people. |
| **Skills** | Caring, nurturing and patient.  Highly motivated and enthusiastic.  Resourceful, reliable and creative.  Flexible and able to adjust to daily needs of children and the school.  Ability to relate well to children and adults.  High expectations and demonstrates a commitment to raising standards and achieving the best for the children in their care.  Ability to self-evaluate learning needs and actively seek learning opportunities.  Excellent interpersonal skills and the ability to develop and maintain positive relationships with parents, pupils and staff.  Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.  Effective use of ICT to support learning.  Use of other equipment technology e.g. photocopier and laminator. | Experience in working with children on both a 1:1 and small group basis. |
| **Other** | Requirement for some out of school and/or out of term working to support specific activities or events as appropriate. |  |

**Supplementary Role Information**

Teaching Assistants in our school play a vital role in supporting the education of all in our community. To support our Teaching Assistants, we have expanded the points from the job description to provide additional explanations of the Job Role.

**Our Teaching Assistants will:**

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

**Teaching and learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher

**Planning**

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons

**Working with colleagues and other relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity