



### *JOB PROFILE*

Job Title: Teaching Assistant  
Grade: MK4 (level 2)  
Location: Christ the Sower Ecumenical Primary School (VA)  
Responsible to: Headteacher

### *JOB PURPOSE*

To work under the direct instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for children and assist in the daily routine and management of the class.

The post is complementary to that of the class teacher working in partnership to help further the aims of the school. You will be required to carry out a wide variety of tasks. The following list of duties is not exhaustive but is intended as a guide to the range of tasks you may be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

### *PRINCIPAL ACCOUNTABILITIES*

#### **Support for children**

- Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with children and interact with them according to individual needs
- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to children on relation to progress and achievement under guidance of the teacher

#### **Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children's work
- Use strategies, in liaison with the teacher, to support children to achieve learning goals
- Assist with the planning of the learning activities
- Monitor children's responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established ethos and behaviour policy and encourage children to take their own responsibility for their own behaviour
- Establish constructive relationships with parents/carers and the wider community
- Administer routine tests and undertake routine marking of children's work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money etc

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to child responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop children's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plan/ relevant learning activity and assist children in their use

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure children have equal access to opportunities to learn and develop
- To participate as a member of the staff team to promote the school ethos and aims
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development (including first aid certificate) as required
- Assist with the supervision of children out of lesson times, including before and after school
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To play an active part in supporting the life of the school and organised events such as concerts, fetes, photographers etc.



## *APPOINTMENT OF TEACHING ASSISTANT - MK 4 (level 2)*

### *PERSON SPECIFICATION*

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Enjoys working with children.</li> <li>• 1 year or more experience of working with children in this age range in a school environment.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology - video, photocopier.</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Knowledge and understanding about the developmental and learning needs of young children.</li> <li>• Commitment to child-centred practice.</li> <li>• Understanding of the national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understand classroom roles and responsibilities and your own position within these.</li> <li>• Ability to communicate effectively, both verbally and in writing.</li> <li>• First Aid Qualification.</li> </ul>
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good Numeracy/literacy skills.</li> <li>• Equivalent of 4 GCSE subjects at Grade C or above.</li> <li>• NVQ 2 for Teaching assistant or equivalent qualification or experience.</li> <li>• Training in relevant learning strategies e.g. literacy.</li> <li>• Willingness to undertake further work related training.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability and commitment to develop and maintain the Christian ethos of the school.</li> <li>• Commitment to professional standards.</li> <li>• Commitment to quality and continuous improvement.</li> <li>• Confidentiality.</li> <li>• Team Orientated.</li> <li>• Willingness to be flexible with working hours to respond to the school's needs.</li> <li>• Commitment to uphold the School's Equal Opportunities policy.</li> <li>• Sense of humour and enthusiasm.</li> </ul>