



Job description: Teaching Assistant (TA)

Frith Manor Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Teaching assistant (Level 2 TA)

Salary: £33,128 - £34,104

Hours: 20

Contract type: Part time, permanent

Reporting to: Phase Leader/Headteacher

Main purpose

The TA will:

- › Work with class teachers to raise the learning and development of children.
- › Promote pupils' independence, positive behaviour, self-esteem and inclusion.
- › Give targeted support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Duties and responsibilities

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 children including, where appropriate, those with special educational needs and disabilities (SEND)
- › Lead reading practice (guided reading) groups with children in a way that supports their development of phonics learning in line with the school's chosen scheme. Or take class while teacher has group.
- › Lead a small group on specific targets if required
- › Promote, support and facilitate inclusion by encouraging participation of all children in learning
- › Support the teaching of the EYFS curriculum aimed at children achieving their full potential in all areas of learning, indoors and outside
- › Use effective behaviour management strategies consistently in line with the EYFS policy and procedures
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe children and record on Tapestry and share observations with the team
- › Supervise a class if the teacher is temporarily unavailable
- › ICT skills are necessary within your role
- › Undertake any other relevant duties given by the class teacher

- Support children with their toileting and self-care
- Contribute to annual report writing for parents

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of children's progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom and outdoor areas for learning
- Assist the teacher in the preparation of resources for the week ahead.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and children, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff when necessary.
- Contribute to meetings with parents and care by providing feedback on children's progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the children 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

Health and safety

- Promote the safety and wellbeing of children, and help to safeguard children's wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Make use of My Concern to record safeguarding concerns
- Look after children who are upset or have had accidents

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

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths ➤ Level 2 (or higher) Teaching Assistant qualification. ➤ First-aid training, or willingness to complete it
Experience	➤ Experience working in a school or nursery environment. ➤ Experience working with EYFS age children. ➤ Experience and relevant training in teaching phonics. Knowledge of the Little Wandle phonics scheme would be an advantage. ➤ Experience of planning and delivering learning activities, including guided reading sessions.
Skills and knowledge	➤ Good literacy and numeracy skills ➤ Excellent organisational skills ➤ Ability to build effective working relationships with children and adults ➤ Skills and expertise in understanding the needs of all children ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the setting and whole school context
Personal qualities	➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with children ➤ A commitment to getting the best outcomes for all children, and promoting the ethos and values of the school (Friendship, Resilience, Independence, Teamwork, Honesty) ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people ➤ Ability to adapt to rapidly changing situations.

Notes:

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