

# **HOLY TRINITY C of E PRIMARY SCHOOL**

EFFRA ROAD, WIMBLEDON, SW19 8PW. 020 8542 1591

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Role:** Teaching Assistant

### **JOB DESCRIPTION**

#### **Job Purpose**

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ preparation of resources.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

#### **Support for Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Encourage pupils to act independently as appropriate

#### **Support for Teachers**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/ report information from/ to parents and carers as directed
- Provide admin. support e.g. photocopying, filing, production of worksheets etc.

## **Support for the Curriculum**

- Support pupils to understand instructions
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses /needs
- Implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Prepare and maintain equipment/ resources as directed by the teacher and assist pupils 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 all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

## PERSON SPECIFICATION

### Experience

#### Essential

- Experience of a Teaching Assistant role within a primary school

#### Desirable

- Training in the relevant strategies e.g. literacy and/ or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- First aid experience

### Skills and Abilities

#### Essential

- Can use ICT effectively to support learning
- Use of other equipment technology e.g. digital equipment, photocopier, SMART board
- Ability to relate well to children and adults
- General understanding of national curriculum
- Working knowledge of relevant policies/ codes of practice and awareness of relevant legislation
- Basic understanding of child development and learning
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Understanding of and sympathy with the Christian ethos of the school

### Qualifications

#### Essential

- GCSE English and Maths grade A\* to C or equivalent
- NVQ Level 2 for Teaching Assistants or equivalent

#### Desirable

- NVQ Level 3 for Teaching Assistants or equivalent
- First aid certificate