

## Job Description

<b>School</b>	<b>Harewood CE Primary School</b>
<b>Job Title</b>	Teaching Assistant
<b>Grade</b>	A1-B1
<b>Conditions Of service</b>	NJC
Responsible To	Headteacher, Class Teachers, SENDCo.
Responsible For	N/A

**Special Conditions:** this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. There is a requirement to submit to an enhanced DBS with barred list check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

### Responsibilities

Supervise and provide particular support for pupils, 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

Establish constructive relationships with pupils and interact with them according to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils 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 pupils in relation to progress and achievement under guidance of the teacher.

Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.

Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

Provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

Undertake programmes linked to local and national learning strategies -. literacy, numeracy, early years- recording achievement and progress and feeding back to the teacher.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Appreciate and support the role of other professionals.

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications** Completion of DfES Teacher Assistant Induction Programme or equivalent qualifications or experience, NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment. GCSE or equivalent in Maths and English.

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Good numeracy/literacy skills

Effective use of ICT to support learning

Use of other equipment technology – video, photocopier

Ability to relate well to children and adults

Work constructively as part of a team

### **Knowledge Required**

Understanding of relevant policies/codes of practice and awareness of relevant legislation

Basic understanding of child development and learning

General understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Completion of DfES Teacher Assistant Induction Programme or equivalent qualifications or experience

NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment

Training in the relevant learning strategies e.g., literacy

### **Experience Required**

Of working with or caring for children of primary school age

### **Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

Carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

### **Skills Required**

Ability to self-evaluate learning needs and actively seek learning opportunities

### **Knowledge Required**

Maths and/or English GCSE A-C / 4-9 or CSE level 1 or equivalent

First aid training/training as appropriate (Can be provided)

Understanding classroom roles and responsibilities and your own position within these.

### **Experience Required**

N/A

### **Behavioural & other Characteristics required**

N/A

### **Job Description Content Prepared / Reviewed by:**

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref Number 565	Date
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