

# JOB DESCRIPTION

<b>School:</b> Bradfield CE Primary School	<b>Local Authority:</b> West Berkshire
<b>Job Title:</b> Teaching Assistant	<b>Grade/Salary Range:</b> Grade B Scale Point 1 - 3 (£17,842 - £18,562 pro rata)

## JOB PURPOSE

- To provide one to one support to a pupil with learning needs, treating them with respect and consideration.
- To provide practical support to the teacher eg by making resources and giving feedback on progress
- To consistently promote positive values, attitudes and behaviour
- To support progress and attainment over time
- To keep records of learning, where appropriate
- To promote the inclusion and acceptance of all pupils, encouraging the social and emotional development of all pupils and encouraging all pupils to participate in all aspects of school life

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Classroom Teacher (day to day activities) and to the Headteacher (overall pattern of work).

## MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified Teacher or Headteacher and within the school's policies and procedures to:

- Promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Contribute to discussions with the teacher on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources and materials
- Adapting plans, with advice from the class teacher, SENCo and other professionals, to facilitate curriculum access
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings/training as required
- Work with professionals coming into the school to identify and implement next steps in needs
- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage good behaviour amongst pupils
- Safely manage the learning activities, teaching space and resources within the school
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- Promote the welfare of children and support the school in safeguarding children. The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- Maintain confidentiality at all times
- Undertake other related duties as directed by the Headteacher

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

No direct budgetary responsibility

Bradfield CE Primary School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks, along with other relevant employment checks.

# PERSON SPECIFICATION

<b>Job Title:</b> Teaching Assistant	<b>School:</b> Bradfield CE Primary School
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\* E = Essential Criterion (required at point of recruitment)    D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
<p><b><u>Qualifications and Experience</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confident in literacy and numeracy skills</li> <li><input type="checkbox"/> GCSE Grade C or above in English and Maths</li> <li><input type="checkbox"/> Willingness to undertake any training as deemed necessary by the school</li> <li><input type="checkbox"/> Qualified First Aider</li> </ul>	<p>E E E D</p>	<p>These are required to ensure that the TA is able to communicate effectively with the pupils</p> <p>A qualified First Aider certificate is useful within the school environment</p>
<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of working with children</li> <li><input type="checkbox"/> Awareness of child protection and bullying issues.</li> <li><input type="checkbox"/> Awareness of and willing to promote the school's inclusion policies and practices</li> <li><input type="checkbox"/> Ability to use basic technology i.e. photocopier, computer, video and digital camera</li> </ul>	<p>E E E D</p>	<p>Working with pupils from a range of backgrounds and special needs It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils To ensure that all pupils are included as part of the school.</p> <p>To be able to create displays and assist with projects and day to day work</p>
<p><b><u>Work-related Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</li> <li><input type="checkbox"/> Professionally discreet and able to respect confidentiality</li> <li><input type="checkbox"/> Flexible approach to tasks</li> <li><input type="checkbox"/> Willing to work as part of a team</li> <li><input type="checkbox"/> Good organisational ability</li> <li><input type="checkbox"/> Enthusiastic and committed</li> </ul>	<p>E E E E E E</p>	<p>It is extremely important that the postholder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner. At times there may be confidential discussions about children or families that you are involved in to better understand your role. Flexibility around the school may be required at any time. Working with other members of staff at all levels is a key requirement of the role</p>

<ul style="list-style-type: none"><li><input type="checkbox"/> Ability to listen to advice and act upon support given</li><li><input type="checkbox"/> Willingness to undertake relevant in-service training</li></ul>	E E	
<p><b><u>Other Work-related Requirements</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Suitability to work with children</li><li><input type="checkbox"/> Patient and resilient</li></ul>	E E	