

CHILDERIC PRIMARY SCHOOL

Telephone
020 8692 3453

Childeric Road, New Cross
LONDON SE14 6DG

Headteacher
Ann Butcher

JOB DESCRIPTION

Title: TEACHING ASSISTANT

Grade: Scale 3

School: Childeric Primary School

Section: Support Staff

MAIN PURPOSE OF THE JOB

Teaching assistants are members of a multi-disciplinary team, working under the leadership and supervision of the teacher/senior staff. They work with individual pupils, groups and whole classes to support learning and give pastoral support to pupils. They support teachers in preparing resources and the learning environment.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs and English as an additional language, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual education/behaviour plans
- 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

SUPPORT FOR TEACHERS

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed



- Provide detailed and regular feedback to teachers on pupils' 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 and supportive relationships with parents/carers and pupils
- Provide clerical/admin support e.g. photocopying

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Support the use of computing 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

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity 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
- Assist with displays throughout the school
- Create and maintain a purposeful, orderly and supportive environment
- Attend and participate in 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 playtimes, lunchtimes and before and after school. Administer minor first-aid if required.
- 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



EQUALITIES

Ensure implementation and promotion in employment and service delivery of the equal opportunities policies and statutory responsibilities.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar nature that is not specified in this job description.

Staff are expected to be courteous to colleagues and to provide a welcoming environment to visitors.

Our school is committed to safeguarding the welfare of children and we implement all elements of the safer recruitment process.

This job description is current at the date shown, but in consultation, may be changed by the management to reflect the changing needs of the school. Job descriptions will be commensurate with the salary and job title.

Date: 25/08/21

PERSON SPECIFICATION

Title: TEACHING ASSISTANT

Grade: Scale 3

School: Childeric Primary school

Section: Support Staff

EXPERIENCE

Working with or caring for children of relevant age

QUALIFICATIONS/TRAINING

Good standard of English/Maths - GCSE or equivalent
Participation in relevant development and training opportunities
NVQ 2 teaching assistant or equivalent qualifications or experience

KNOWLEDGE/SKILLS

Able to relate well to children and adults
Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Good understanding of child development and learning
General understanding of national curriculum and other learning programmes
Effective use of IT to support learning
Knowledge of relevant policies/codes of practice and awareness of relevant legislation
Ability to self-evaluate learning needs and actively seek learning opportunities
Basic knowledge of first aid

