



HAMPSTEAD PAROCHIAL
Church of England Primary School

JOB DESCRIPTION/PERSON SPECIFICATION – Teaching Assistant

Name:

Responsible to: Deputy Head Teacher/Phase Leader

Job purpose

To assist the class teacher with the education, supervision and welfare of all the children in the class.

Help with classroom resources and records

- Help with organisation of the learning environment
- Help with classroom records

Help with the care and support of pupils

- Help with the care and support of individual pupils
- Help with the care and support of groups of pupils

Provide support for learning activities

- Support the teacher in the planning and evaluation of learning activities
- Support the delivery of learning activities
- Help pupils to access the curriculum

Provide effective support for your colleagues

- Maintain working relationships with colleagues
- Develop your effectiveness in a support role

Support literacy and numeracy activities in the classroom

- Help pupils with activities which develop literacy skills
- Help pupils with activities which develop numeracy skills

Contribute to the management of pupil behaviour

- Promote school policies with regard to pupil behaviour
- Support the implementation of strategies to manage pupil behaviour

Establish and maintain relationships with individual pupils and Groups

- Establish and maintain relationships with individual pupils
- Establish and maintain relationships with groups of pupils

Support pupils during learning activities

- Provide support for learning activities
- Promote independent learning

Review and develop your own professional practice

- Review your own professional practice
- Develop your professional practice

Assist in preparing and maintaining the learning environment

- Help prepare the learning environment
- Prepare learning materials for use
- Monitor and maintain the learning environment

Contribute to maintaining pupil records

- Contribute to maintaining pupil records

Observe and report on pupil performance

- In conjunction with the class teacher observe pupil performance
- In conjunction with the class teacher report on pupil performance.

Contribute to the planning and evaluation of learning activities

- Contribute to the planning of learning activities
- Contribute to the evaluation of learning activities.

Promote pupils' social and emotional development

- Support pupils in developing relationships with others
- Contribute to pupils' development of self-reliance and self-esteem
- Contribute to pupils' ability to recognise and deal with emotions

Support the maintenance of pupil safety and security

- Contribute to the maintenance of a safe and secure learning environment
- Minimise the risks arising from health emergencies

Contribute to the health and well-being of pupils

- Support pupils in adjusting to a new setting
- Support pupils in maintaining standards of health and hygiene
- Respond to signs of health problems
- To administer first aid or carry out simple medical procedures in line with LA guidelines and school policy
- To ensure the health and safety of the children and report concerns or details of accidents/incidents in line with school policy

Provide support for bilingual/multilingual pupils

- Support development of the target language
- Help bilingual/multilingual pupils to access the curriculum

Support pupils with communication and interaction difficulties

- Enable pupils with communication and interaction difficulties to participate in learning activities
- Help pupils with communication and interaction difficulties to develop relationships with others

Support pupils with cognition and learning difficulties

- Support pupils with cognition and learning difficulties during learning activities
- Help pupils with cognition and learning difficulties to develop effective learning strategies

Support pupils with behavioural, emotional and social development Needs

- To contribute to and implement the school's behaviour policy and support children in complying with that policy
- Support the behaviour management of pupils with behavioural, emotional and social development needs
- Help pupils with behavioural, emotional and social development needs to develop relationships with others
- Assist with the supervision of children at the beginning and end of the day and in the playground as required
- Develop activities to promote social interactions between pupils during break times
- Help pupils with behavioural, emotional and social development needs to develop self-reliance and self-esteem.

Provide support for pupils with sensory and/or physical impairment

- Enable pupils with sensory and/or physical impairment to participate in learning activities
- Implement structured learning programmes for pupils with sensory and/or physical impairment.

Support the use of information and communication technology in the classroom

- Prepare ICT equipment for use in the classroom
- Support classroom use of ICT equipment

Help pupils to develop their literacy skills

- Help pupils to develop their reading skills
- Help pupils to develop their writing skills
- Help pupils to develop their speaking and listening skills

Help pupils to develop their numeracy skills

- Help pupils to develop their understanding and use of number
- Help pupils to understand and use shape, space and measures

Help pupils to access the curriculum

- Provide literacy support to help pupils to access the curriculum
- Provide numeracy support to help pupils to access the curriculum
- Prepare material for the curriculum and support the delivery of aspects of the curriculum and observe progress in Literacy and daily mathematics sessions under the direction of the Headteacher

Support the development and effectiveness of work teams

- Contribute to effective team practice
- Contribute to the development of the work team

Develop and maintain working relationships with other professionals

- In conjunction with the class teacher work effectively with other professionals
- Maintain effective working relationships with other professionals

Liaise effectively with parents

- In liaison with the class teacher share information with parents about their children
- In liaison with the class teacher share the care of children with their parents

Team working and collaboration

- Work as a team member and identify opportunities for working with colleagues, managing work where appropriate and sharing the development of effective practice with them.

Team working and promotion of sporting activities for all pupils in the school

- Promote sporting activities throughout the school
- Organise sporting events
- Liaise effectively with Teaching Staff over sporting events
- Keep up to date with the School- Camden's football League
- Assist and escort pupils to sporting events

General

To attend relevant in-service training as and when required in paid time

To attend and contribute to all school meetings as directed by the Headteacher

To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

To operate AVA equipment including photocopiers to assist the teachers

To attend Off site school journeys and sporting activities

To implement and promote the school's equal opportunities policies at all times and to value diversity

Note:

You are required to comply with any reasonable request from your manager to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the school and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description.

Person Specification**Qualifications and Training**

- Successful completion of or willingness to undertake DCSF Induction for Teaching Assistants
- Basic knowledge of ICT to effectively support the pupils (or willingness to learn)

Experience

- Experience of communicating with people from different backgrounds

Knowledge, and Understanding

- Understanding of the role of teaching assistant

Skills and abilities

- To have very high expectations of children's achievements and behaviour.
- An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
- To have the ability to develop an understanding of the educational, welfare and social needs of the pupils with whom s/he is working
- To have good written and oral communication skills
- To have Literacy and numeracy skills which are good enough to effectively support the children
- The ability to form good working relationships with teachers, and pupils and be able to work in a team
- The ability to appropriately follow instructions
- To be familiar with and apply whole school policies, procedures and standards and be willing to implement them in a consistent manner
- To have excellent management and organizational skills
- Demonstrate a good health and attendance record

Commitment

- A commitment to equal opportunities and to assist the school in raising achievement for all its pupils
- To be prepared to attend in-service and external training courses and to develop and update knowledge and skills as required
- To be committed to supporting the Christian Ethos of the school

Hampstead Parochial School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Regular vetting will take place both before and during employment.

The school is committed to the implementation of equal opportunities principles ,monitoring and active promotion of equality in all aspects of the school community, including staffing and employment. Hampstead Parochial CE Primary School will endeavour to ensure that the opportunities to succeed are equal for all

Signature of Postholder	
Signature of Headteacher	
Date	