

## Job Description: Primary Teaching Assistant

**Reports to:** Primary Phase Leader

**Start date:** September 2022

**Salary:** Point 3 £21,408

**Closing date:** Thursday 14<sup>th</sup> July 2022 at 9am [Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]

### The Role

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

### Key Responsibilities

- To support individuals and groups of pupils to help them make rapid academic progress
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

### Outcomes and Activities

#### Learning Support

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- Plan and facilitate group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom
- Assist pupils' achievement outside of the classroom, e.g. in the library.

#### Other Support

- Supervise pupils in playgrounds, lunchrooms, etc.
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Maintain stock supplies and distribute as required
- Run an extra-curricular activity and participate in trips and visits.

#### Other

- Undertake other various responsibilities as directed by the Head of Primary and Assistant Headteacher.
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## **Person Specification: Primary Teaching Assistant**

### **Qualification Criteria**

- Maths and English GCSE or equivalent at grade C or above
- Right to work in UK.

### **Behaviours**

#### **Personal characteristics**

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with all other staff
- Able to follow instructions accurately but make good judgments and lead when required.

### **Specific skills**

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish and maintain excellent behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion.

### **Other desirable training and skills**

- Training in the teaching of Read Write Inc. phonics.

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

**This post is subject to an enhanced Disclosure and Barring Service.**

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