



FRESHFIELD PRIMARY SCHOOL

JOB DESCRIPTION: Teaching Assistant Level 3 Band E SCP7 to SCP11

RESPONSIBLE TO: Hayley Ward, Head teacher

Main purpose of the role

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils. To help develop and deliver PE and sporting activities to the highest possible standard across the school.

Objectives

To work flexibly as part of a team supporting children in line with Freshfield Primary School's mission and values.

Support for the child

- Establish good working relationships with children, acting as a role model and progress their learning
- Be aware of and respond appropriately to individual children's needs ensuring effective interaction
- Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to children in relation to progress and achievement under the guidance and direction of the teacher
- Provide additional support for individual children enabling them to maintain their access to learning which may include personal care, pastoral support, facilitating the use of specialist equipment
- Recognise that part of support for pastoral care may involve following individual personal care plans or health care plans which may include toileting, dressing/undressing or any other individual child need
- Medical needs; a willingness to support individual child's medical needs following appropriate training
- Provide consistent support to all children, responding appropriately to individual children's needs
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to children in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support children



Support for the teacher

- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Liaising with the teacher to utilise strategies to support children in achieving learning goals
- Report children's achievements, progress and issues as appropriate in agreed format
- Undertake children's record keeping as requested
- Promote good behaviour, dealing promptly with conflict and incidents and encouraging children to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers
- Provide minimal clerical/administration support (e.g. photocopying)

Support for the curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- To develop and deliver Physical Education to the highest possible standard, as agreed with the Head teacher, within the framework of the National Curriculum and whole school policies and requirements.
- To be committed to continuous professional development (CPD) relevant to the post.
- To attend and contribute to meetings as directed.
- Any other agreed duties appropriate to and commensurate with the post.
- 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 children in their use

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of children out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and children on visits, trips and out of school activities as required



PERSON SPECIFICATION
Level 3 Teaching Assistant

Essential Qualities:	Desirable Qualities:
<ul style="list-style-type: none">• Ability to work effectively within a team environment, understanding classroom roles and responsibilities• Ability to build effective working relationships with all pupils and colleagues• Ability to promote a positive ethos and role model positive attributes• Good personal numeracy and literacy skills• Advanced understanding of national curriculum and other basic learning programmes/ techniques (within specified age range/subject area)• Experience and understanding of the PE National Curriculum• Understanding of inclusion, especially within a school setting• Knowledge of child protection in sport• Knowledge of health and safety in sport• Understanding of and commitment to partnership working and communication• Effective use of ICT to support learning• Training/experience of positive handling.• NVQ III or equivalent intention to working towards in teaching assistance within specified age range/subject area• Willingness to participate in relevant training and development opportunities• Willingness to undertake training specific to the children's needs• Experience of resources preparation to support learning programmes	<ul style="list-style-type: none">• Experience of total communication approaches• Working knowledge of relevant policies/codes of practice/legislation• Evidence of involvement in a range of sport, physical activities• Experience of delivering PE at primary level• Understanding of other basic technology - photocopier/laminating machine, etc.• Experience of working with children with SEND

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The post is subject to Enhanced Disclosure.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for who he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

The post holder must sign to denote they have read and understand both the Child Protection Policy and the Keeping Children Safe in Education document. Staff are expected to adhere to the school's Staff Code of Conduct.