

# Charlton Kings Junior School

## Job Description – Teaching Assistant



**Name:**

**Job Title:** Teaching Assistant

**Salary Scale Point:** Grade F

### Relationships

- The post holder is responsible and accountable to the Head Teacher and to suitably qualified staff allocated by the Head Teacher.

### Job Purpose

- To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Generic Responsibilities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- 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.
- Uphold the Code of Conduct of the School.

### Specific Responsibilities

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- To ensure that transition area is kept tidy and any issues reported to the classteacher.
- 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 in line with School policy.
- 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 relationships with parents/carers.
- Undertake routine marking of pupils' work for groups they have led as directed.
- Provide admin support e.g. photocopying, filing.
- To carry out any other duty which is deemed reasonable by the Head Teacher.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies eg. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- 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 pupils in their use

### **Support for the School**

- Be aware of and comply with policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference 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
- Attend and participate in relevant meetings as required eg reviews
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times eg playtimes, lunchtimes
- 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
- Adopt confidentiality at all times

### **Experience**

- Working with or caring for children of relevant age.

### **Qualifications**

- Good numeracy/literacy skills
- NVQ3 for Teaching Assistants or equivalent qualifications or experience
- First Aid training as appropriate.

### **Willingness to acquire/develop knowledge and skills in these areas**

- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

**Special Conditions**

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School’s strategic plan and in consultation with the post holder.

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Signed by Mrs S Selwood  
for and on behalf of Charlton Kings Junior School  
Date .....

Signed by  
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*Charlton Kings Junior School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*



## Teaching Assistant – Grade F Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Appropriately competent in English and maths</li> <li>• A qualification in English and Maths equivalent to at least NVQ 2</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> <li>• Paediatric First Aider</li> <li>• Child Protection Training</li> <li>• General Fire Awareness</li> <li>• Training in specific learning strategies e.g. dyslexia etc</li> <li>• NVQ level 3 or equivalent</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• A working knowledge of KS2</li> <li>• Able to use ICT to support children’s learning</li> <li>• Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context</li> <li>• Good planning and organisational skills</li> <li>• Ability to motivate and encourage pupils</li> <li>• Able to identify and prepare appropriate resources</li> <li>• Able to communicate effectively both verbally and written</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of KS1 and FS</li> <li>• Additional evidence of or further training</li> <li>• Experience of maths and English interventions interventions eg: Every Child Counts / Numicon</li> <li>• Specialist knowledge and experience in a specific Educational Need eg: ASD</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Actively enjoys working with children and has empathy towards pupils and their needs</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• The ability to work co-operatively and flexibly as part of a team</li> <li>• Firm, sensitive and effective approach towards pupil discipline</li> <li>• Confident and able to use own initiative</li> <li>• Can interact professionally with parents and other visitors when discussing children and their needs / provision</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Patient and resilient</li> <li>• Willing to attend meetings as required</li> <li>• A willingness to further develop professional practice</li> <li>• Articulated desire to work at Charlton Kings Junior School</li> </ul>	