



Teaching Assistant

Woodstock CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Teaching Assistant

Salary: Grade 5

Hours: 21.25 hours per week, 5 days a week. 8.45am – 1.00pm

Contract type: Permanent

Reporting to: Senior Leadership Team, Phase Leader

Main Purpose

The Teaching Assistant is responsible, under the direction of the class teacher, to the Headteacher in all aspects of school life.

The job description will be reviewed at least annually and changes will be subject to consultation.

Duties and Responsibilities

SUPPORT FOR THE TEACHER:

- 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
- 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 relationships with parents and carers
- Provide clerical/admin support, for example photocopying, typing, filing, money collecting etc.

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 for example literacy, numeracy and early years; recording achievement and progress; and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupil in their use

SUPPORT FOR THE SCHOOL:

- to supervise whole classes as required in the absence of teachers with the primary focus to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities

- Be aware of and comply with policies and procedures 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
- Participate in training and other learning activities and performance development as 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

SUPPORT FOR MIDDAY SUPERVISION:

- To be responsible, with the assistance of other Midday Supervisors, for the health, safety and welfare of children on the playground or areas of the school used during the lunch break.

SAFEGUARDING:

Show commitment to the safeguarding of children and young people.

Be familiar with all policies and documents which support the safeguarding of children and young people at Woodstock CE Primary School:

- Safeguarding Policy
- Whistle Blowing Policy
- Anti-bullying Policy
- E-Safety Policy
- Dignity at Work Policy
- Behaviour Policy
- Health and Safety Policy and procedures including Risk Assessments
- Confidentiality Policy

All employees should know who to contact in the school in case of an allegation against a member of staff.

HEALTH AND SAFETY:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection etc, reporting all concerns to an appropriate person.

- Co-operate with health and safety requirements
- Report all defects in the Caretaker's Repair Book or inform School Office
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform Business Manager of any 'Near-Misses'
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues
- Raise health and safety, and environmental issues with pupils

STANDARDS AND QUALITY ASSURANCE:

- Support the aims and ethos of the School
- Promote and model good relationships with pupils, colleagues and parents
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop
- Set a good example in terms of dress, punctuality and attendance

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits and trips as required

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Personal Specification

Qualifications and Experience

Minimum Grade C at GCSE English and Maths (or equivalent)

NVQ in supporting teaching & learning or equivalent

Work experience in a primary school/educational setting - Desirable

Skills and Knowledge

- Ability to relate sympathetically to children
- Understanding of the educational values of the school
- Commitment to training and development

Personal Qualities

- A genuine commitment to supporting the development and well-being of children
- Ability to present a professional image and to forge good working relationships with staff, parents, visitors and pupils
- Flexible, adaptable and a sense of humour
- Approachable, committed, empathetic and patient
- Enthusiastic, imaginative and creative
- Ability to work as a team member, and independently if required
- Honest and trustworthy
- Organised
- Resourceful and reflective practitioner
- High standard of expectation

This job description may be amended at any time in consultation with the postholder.