



**Woodston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

Job Title: Teaching Assistant

Grade: Level 2

Purpose of Job: Working under the direction of the Class Teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

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### **SPECIFIC DUTIES**

#### **a) Supporting the Pupil**

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Delivering targeted interventions as needed.
5. Aid the learning of pupils by:
  - Clarifying and explaining instructions;
  - Ensuring that the child is able to use the equipment and materials provided;
  - Motivating and encouraging the child as required;
  - Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, ICT etc;
  - Developing appropriate resources to support the pupil/pupils;
  - Helping pupils to concentrate and to finish the work set;
  - Liaising with the Class Teacher and SENCo about individual provision and the Graduated Approach.
6. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.
7. Working with pupils with additional needs.

#### **b) Supporting the Teacher**

1. Organise the learning environment and develop classroom resources as required.
2. Monitor and track progress and provide feedback to assist in developing provision for children with additional needs.
3. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
5. Undertake support activities for the teacher as required.

#### **c) Supporting the Curriculum**

1. Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy - recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.

**d) Supporting the School**

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.
5. To participate annually in the performance management process, setting and reviewing targets that maintain high levels of achievement and promote high standards.

Person Specification: Teaching Assistant		
	Essential Criteria	Desirable Criteria
Professional Values and Practices	<ul style="list-style-type: none"> <li>➤ Happy to work under the direction of the Headteacher, Class Teacher and/or Inclusion Coordinator</li> <li>➤ Support the caring and inclusive ethos of the school and contribute to the wider workings of the school</li> <li>➤ To be flexible</li> <li>➤ Be sympathetic to the children's needs</li> <li>➤ To contribute enthusiastically to the staff team, be a good team player and have a very positive attitude</li> <li>➤ Take part in professional development activities</li> <li>➤ An understanding of what is confidential in relation to children</li> <li>➤ Ability to communicate effectively with pupils and colleagues</li> <li>➤ Good organisation skills</li> </ul>	
Qualifications, Knowledge and Understanding	<ul style="list-style-type: none"> <li>➤ Good levels of literacy and numeracy at GCSE Grade C or above</li> <li>➤ Knowledge and understanding of how children learn</li> <li>➤ Ability to use ICT</li> <li>➤ Knowledge of Reception &amp; Key Stage 1 curriculum</li> </ul>	<ul style="list-style-type: none"> <li>➤ First Aid qualification</li> <li>➤ Knowledge of Key Stage 2 curriculum</li> </ul>
Experience, Teaching and Learning	<ul style="list-style-type: none"> <li>➤ Ability to use the required recording and reporting systems and feedback appropriately to the teacher</li> <li>➤ Ability to adapt an activity for children experiencing difficulty</li> <li>➤ Ability to assist the teachers in making the school an attractive and tidy learning environment, and to assist with displays</li> <li>➤ Ability to enthuse the children in their learning</li> <li>➤ Experience of working within a school setting</li> <li>➤ Experience of reporting to teaching staff the outcomes of learning</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in Key Stage 1</li> <li>➤ Experience of leading interventions &amp; phonic groups</li> </ul>
Other	<ul style="list-style-type: none"> <li>➤ Willingness to assist with playground duties, clubs and lunch duty</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working with children with a range of Special Educational Needs</li> </ul>