

## PENWORTHAM PRIMARY SCHOOL

### JOB DESCRIPTION: TEACHING AND LEARNING – TEACHING ASSISTANT (GENERAL) – G1

Grade: Scale 1c Spine Point: 2

EFFECTIVE: SEPTEMBER 2020

This post holder is required to carry out the duties of a Teaching Assistant, responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups. This also includes supervising the physical and general care of pupils, including those with SEN, supporting access to learning for pupils and providing general support to the teacher in the management of pupils in the classroom.

This includes any duties as may be reasonably directed by the Head teacher.

This job description may be amended at any time following discussion between Head and member of staff, and will be reviewed annually.

#### Main Responsibilities:

- Work flexibly with groups or individual pupils as required by the needs of the school (this may include delivery of interventions, group support in class, or 1:1 support for pupils with high level of SEN).
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- To encourage positive play and behaviour at break times by ensuring all children are offered a stimulating play environment
- Encourage pupils to act independently as appropriate First Aid including tending to ill, injured children or those with medical conditions.

#### Support for the Teacher:

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil difficulties, progress and achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather and report information from and to parents or carers as directed
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

## Support for the Curriculum:

- Support pupils to understand and follow instructions
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

## Support for the School

- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

## Safeguarding and Inclusion

- To be individually responsible for promoting and safeguarding the welfare of children s/he is responsible for, or with whom s/he comes into contact.
- To take account of each child's home language and culture ensuring this is reflected in displays, materials and throughout the curriculum.
- To provide a safe, welcoming and positive atmosphere for parents that will establish strong links with the School.
- To comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection and to ensure that the individual's line manager is made aware and kept fully informed of any concerns which the individual may have in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the individual's role within the organisation.

## Continuing Professional Development

- To be an active member of an integrated learning team.
- To be pro-active in identifying areas for career and self-development.

# PERSON SPECIFICATION : TEACHING AND LEARNING

## TEACHING ASSISTANT (GENERAL) – G1

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Outline of Key Abilities	
You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section	
Key:	
<b>E – Essential</b>	<b>D – Desirable</b>
<b>R – References</b>	<b>I – Interview/Selection Process</b>
<b>A – Application Form</b>	

Qualifications and Training:		E	D	A	R	I
1	A minimum qualification of Level 3 in Childcare (or similar)	✓		✓		
2	GCSE in English/Maths		✓	✓		
3	Completion of Teacher Assistant Induction Programme		✓	✓		
4	Willingness to participate in development and training opportunities	✓				✓
5	Holds a current First Aid Certificate		✓	✓		

Experience:		E	D	A	R	I
6	Current experience in alternative communication (eg. Makaton and PECS)	✓		✓		
7	Proven and successful track record of raising attainment		✓		✓	✓
8	Creating an engaging and diverse range of playground activities and games which encourages children participation		✓	✓	✓	
9	Working with or caring for children of relevant age		✓	✓	✓	✓
10	Tending to those who have taken ill, injured at school or have a medical condition	✓		✓	✓	✓
11	Liaising with emergency services as required		✓	✓	✓	✓
12	Liaising with support services – eg. school nurses or SENDCOs.		✓	✓	✓	✓
13	Recording and reporting accidents and illnesses in accordance with regulatory guidelines and school policies (including confidentiality, data protection and safeguarding).	✓		✓	✓	✓

Professional Knowledge and Skills:		E	D	A	R	I
14	Knowledge and understanding of the requirements of the National Curriculum.	✓		✓		✓

15	The administration of medical room and first aid equipment and maintaining supplies		✓	✓		✓
16	Monitoring and co-ordinating staff first aid training and associated records		✓	✓	✓	✓
17	Reviewing first aid needs and policies		✓	✓	✓	✓
18	Use basic technology – computer, video, photocopier etc.	✓		✓	✓	
19	Ability to relate well to children and to adults	✓		✓	✓	✓
20	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		✓	✓	✓
21	Confident in promoting positive attitudes and behaviour in pupils		✓	✓		✓
22	An understanding of the schools equal opportunities policy and how it is implemented	✓		✓		✓

Personal Qualities:		E	D	A	R	I
23	Excellent communication, organisational and interpersonal skills with both adults and children	✓		✓	✓	✓
25	Able to form and maintain appropriate professional relationships and boundaries with children and young people	✓		✓	✓	✓
25	Commitment to the aims of the school	✓		✓		✓
27	Flexibility, sensitivity and the ability to find solutions	✓		✓		✓
28	Excellent record of personal attendance and punctuality	✓		✓	✓	

Safeguarding and Equal Opportunity:		E	D	A	R	I
29	Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children.	✓		✓		✓
30	Understands the importance of ensuring that all children and staff feel safe and included	✓		✓		✓
31	Understanding of equality of opportunity issues and how they can be addressed in schools	✓		✓		✓
32	Commitment to safeguarding and protecting the welfare of children	✓		✓		✓
33	Understanding of how pupils with special needs may be supported and included within a primary classroom	✓		✓		✓