

**GRAVENEY TRUST**

JOB TITLE: TEACHING ASSISTANT

NAME:

DURATION: FIXED TERM

GRADE: GPS 2/3

LOCATION: Franciscan Primary School

**JOB PURPOSE:** To support the class teacher in general duties in the classroom working with groups of children and ensuring all children have access to the curriculum in a safe, caring and learning environment.

**ACCOUNTABLE TO:** Assistant Headteacher

**ACCOUNTABLE FOR:** Groups of children under the direction of the class teacher. To raise children’s attainment by 2 sublevels in all subjects in the curriculum

#### KEY ACCOUNTABILITIES:

##### A. STRATEGIC DEVELOPMENT

To contribute to the discussion of the school’s aims and policies and participate in the implementation of policies, plans, targets and practices.

##### B. TEACHING AND LEARNING (supporting teachers)

To secure and sustain effective teaching of the relevant subject for individuals and groups.

To develop the quality of teaching, assess the standards of pupils’ achievements and set targets for improvement

Support specific learning activities in Numeracy and Literacy

Prepare and maintain safe learning environments

##### C. LEADING AND MANAGING STAFF

##### To lead, manage and work collaboratively with pupils and, as appropriate, with other

##### adults, colleagues and students

**D. EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES**

To develop, monitor and control resources within the teaching area

##### KEY TASKS:

##### A. STRATEGIC DEVELOPMENT

* Take responsibility for implementing school policies and practice under the supervision of the class teacher and Inclusion Manager
* To implement School Development Plan priorities using teamwork
* Contribute to pupil’s learning using knowledge of school policies and practice

**B. TEACHING AND LEARNING (supporting teachers and children)**

Under the direction and supervision of the teacher:

* Assist in the delivery of educational work programmes by participating in day-to-day learning activities
* Discuss with and report back to the teacher on the planning and assessment of a specified pupil’s work
* Organise and maintains the learning environment
* Work as part of a team to ensure that the well-being, safety, behaviour and personal development of a specified child enhances their learning opportunities and life skills
* Maintain confidentiality inside and outside the workplace
* Understand and applies school policies
* Take responsibility for supporting and raising achievement of specified child under the guidance of the Assistant headteachers and class teacher
* Contribute to maintaining pupil records (reading, spelling, numeracy)

##### C. MANAGING AND WORKING WITH PEOPLE (supporting school)

* On the recommendation of the head teacher and within the regulatory framework, deliver specified work to individual pupils and groups
* Monitor and maintain curriculum resources and displays
* Support curriculum leader with the maintenance and organisation of resources
* Work as a key member of a team ensuring the well-being, social development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice
* Support the safeguarding of pupils
* Work as a team ensuring the effective organisation of lunchtime

### D. DEPLOYMENT OF STAFF AND RESOURCES (supporting school)

* Uses ICT to advance pupil’s learning and confidence
* Participate in organisation and accompanies pupils on off-site activities under an agreed system of supervision

**OTHER RESPONSIBILITES (supporting Children)**

* To ensure the dining area is ready to receive children for lunch
* To make sure children enter the hall a class at a time and sit quietly in their place
* To ensure children line up sensibly at the serving hatch to receive their lunch
* To ensure children sit sensibly and put their hands up when they need attention
* To encourage children to eat healthily and finish their lunch
* To teach children how to use a knife and fork appropriately
* To encourage good table manners in a quiet and orderly environment
* To encourage the children to be responsible for tidying up after themselves
* To ensure the tables are left clean and tidy
* To lead and contribute to a varied range of outdoor and indoor activities (during wet play)
* To be familiar with playground rules and procedures and encourage children to solve playground problems
* To supervise children in their activities
* Support the safeguarding of pupils
* To provide first aid cover following appropriate training
* To familiarise and adhere to the procedures of the school behaviour policy
* To attend training as appropriate
* To attend meetings/training with the headteacher/assistant headteachers
* To discuss any concerns at lunchtime with class teacher

**Safeguarding & Child Protection**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the post holder’s role within the school
* To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the post holder’s role.
* To ensure that the post holder’s line manager is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

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| --- | --- | --- | --- |
| ASSISTANT HEADTEACHER | | TEACHING ASSISTANT | |
|  | DATE |  | DATE |
|  |  |

1. . **Competency Based Person Specification**
2. **Post: Teaching Assistant**

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| **Key**  **Knowledge** | Knowledge of the needs and social dynamics of providing an effective environment in a classroom setting | |
| **Relevant**  **Experience** | At least one year's experience working with children both in an individual and group setting | |
| **Key**  **Competencies** | DC3  DC4  DC5  DC6  DC7  DC8  DC9  DC12  DC14  DC16  DC17 | **Teamworking:** Works in a positive and co-operative way, learning from others and contributing to the development of the team.  **Caring Effectively:** Demonstrate sensitivity, respect and kindness towards customers, ensuring their needs are met within care plans.  **Communicating in Writing:** Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.  **Communicating Orally:** Communicates successfully by matching the message to the listener and conveying key points clearly  **Analysing & Evaluating:** Identifies key issues, patterns and trends after analysing information systematically  **Working with Numbers:** Able to carry out basic calculations with consistent accuracy  **Making Decisions:** Makes effective decisions based upon an analysis of all pertinent information.  **Demonstrating Resilience:** Demonstrates positive, controlled and consistent behaviour even in crisis situations  **Maintaining Integrity:** Sets clear boundaries, maintains personal integrity and adheres to good practice.  **Developing New Skills**: Is committed to own development: seeks and embraces opportunities to improve skills & knowledge.  **Respecting Diversity:** Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.  **Planning:** Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment. |