



# Earlsfield Primary School

## Job Description

### Teaching Assistant (G1)

**Grade:** Scale 1C

**Main Duties:**

Under the direction or instruction of the teacher or line manager to work with individual pupils or small groups to supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Responsibilities may include work with small groups or individual pupils including those with special educational needs and disabilities (SEND)

**Working Pattern:**

- Term Time Only (TTO) or All year round (AYR)
- **Full time hours are 36 per week.**

**Conditions of Service Applicable:**

- NJC for Local Government Services (Green Book)

**Grade:**

- Scale 1C

**Pay Points:**

- Spinal Column Point 2

**Method of Payment:**

- Monthly (15th)

**Annual Leave:**

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

**Annual leave entitlement from 1 April 2010**

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
1 – 3	Scale 1	25	28

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

## **Areas of Responsibility and Key Tasks**

### **Support for the pupils**

- 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
- Motivate and support pupils to fulfil their potential
- Support pupils in to understand instructions, engage with activities and undertake tasks led by the teacher
- Supervise and support pupils ensuring their safety and access to learning;
- Establish good relationships with pupils, acting as a role model and responding appropriately to needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others, and to act independently as appropriate

### **Support for the teacher**

- Assist the teacher to develop lesson activities and teaching strategies;
- Prepare the classroom as directed, and assist with the display of pupils' work;
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use
- Supporting children in the use of ICT
- Be aware of pupil problems, 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 and following school policy
- Gather and report information from and to parents or carers as directed;
- Provide basic clerical and administrative support e.g. photocopying, cutting, typing, filing etc.

### **Support for the school**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Value and 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
- Be willing to undertake First Aid training and take on associated responsibilities within the school.
- Assist with supervising pupils out of lesson times, including before/after school, lunch and break times;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Safeguarding**

- Show a commitment towards school policies in Equal Opportunities and Child Protection and have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.
- 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

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## Person Specification

### Teaching Assistant



	Essential	Desired
<b>Attributes</b>		
Committed and reliable	✓	
Positive and enthusiastic	✓	
Adaptable and helpful	✓	
Organised	✓	
Able to work well with and relate to children, colleagues and parents/carers	✓	
An interest in education and child development	✓	
Good communication skills	✓	
Willingness to participate in development and training opportunities and a commitment to self-improvement	✓	
<b>Skills and qualifications</b>		
Good level of literacy and numeracy (equivalent to GCSE grade C)	✓	
Good IT skills (able to use computer, email, photocopier)	✓	
NVQ level 2/3		✓
Educated to degree level		✓
<b>Experience</b>		
Experience of working with, supporting or caring for children	✓	
Experience of working in a primary school		✓
<b>Knowledge and Understanding</b>		
An understanding of the safeguarding responsibilities of the role	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
An understanding of and commitment to equal opportunities	✓	
Basic knowledge of first aid		✓