WHITTINGTON CE PRIMARY SCHOOL
TEACHING ASSISTANT JOB DESCRIPTION

Title and Grade of Post	Classroom Teaching Assistant
Job purpose	Support the class teacher in preparing and delivering high quality teaching and learning. The successful candidate will also give feedback to pupils and mark books. Support children in their educational, social and emotional development. Provide extra support for pupils with special educational needs or disabilities. Support children with medical and toileting needs.
Responsible to	The post holder is responsible to: • The class teacher and senior management.
Duties and responsibilities specific to the post	All tasks and responsibilities for a Level 2 Teaching Assistant and in addition to those: • Support a range of pupils within the class including pupils with an Individual Education Plan and children in receipt of the Pupil Premium Grant. • Carries out work pre-planned by the teacher, but will be expected to use own initiative to enable pupils to access the learning. • Assist the teacher with marking and correcting work, and other administrative tasks. • Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order. • Deliver high-quality support within whole-class lessons, adapting approaches to meet the needs of individual pupils. • To supervise whole classes occasionally during the short-term absence of teachers. • Listen to children read, read to them and tell them stories. • Teach phonic groups (training provided). • Support the teacher in managing class behaviour. • Support group activities. • Look after children who are upset or have had accidents. • Attend relevant meetings, training and professional development opportunities. • Create displays from pupils' work. • Develop knowledge of the learning support needs of individual pupils. • For the pupils you are supporting: Aid their learning as effectively as possible. Clarify and explain instructions. Ensure they are able to use any equipment and materials provided. Assist students in weaker areas such as language, behaviour and social skills. Help them to concentrate on and finish work set for them. Meet physical needs as required while encouraging independence. • Assist with the development and implementation of EHC plans. • Supervise pupils during trips, enrichment activities and other school events as required • Assist with the administration and preparation for statutory assessments including SATS. • Assist at an appropriate level with the provision of general care and welfare of children and are committed to the vision, values and ethos of Whittington CE Primary School. • Be first aid trained to assist with any accidents/incidents. • Ensure the well-being and safety of individual pupils and always follow the schools safeguarding policies and procedures. • Undertake other duties appropriate to the grade of post as reasonably directed by the Headteacher. • To provide class teacher cover on occasions when required, including taking responsibility for the class and ensuring continuity of teaching and learning. Additional payment will be made for any agreed class teacher cover undertaken, other than occasional.

WHITTINGTON CE PRIMARY SCHOOL
TEACHING ASSISTANT PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications/ Experience	Recent experience of working with children. Supporting pupils in upper KS2. Level 2 qualification in supporting teaching and learning.	Relevant qualification which demonstrates an ability to work with children. Recent experience of working with children with special educational needs. Speech and language training/ qualifications. First Aid qualification.
Skills and Personal qualities	Ability to work as part of a team and use initiative. Strong organisational skills and the ability to work across multiple classes and priorities. Excellent literacy and numeracy skills to support pupil learning effectively. Good use of the English language both spoken and written. Competent computing skills. Good communication skills. High standard of personal presentation and professionalism. Ability to build positive relationships at all levels. High expectations of self and others.	Willingness to contribute to the wider school community.

Disclosure Barring Service (DBS)

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointment will be conditional upon the receipt of a satisfactory response to a check of criminal records via the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions. The County Council has a commitment to safeguarding service users in our care.

We are committed to equality of opportunity for all citizens and celebrates the diversity of all its residents.

Our school is committed to promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicants will require an enhanced DBS disclosure and appointment will be subject to receipt of suitable references, qualifications, online checks and identity checks.