



Job Description

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Purley Primary School
Job Title: Classroom Teaching Assistant	Grade/Salary Range: Grade B 7 Fixed Term: Sept 18 to Jul 19 £1,498 per annum and term time only
Hours: 13:00 to 15:00	4 hours – Thursday & Friday
Start date:	September 2018

JOB PURPOSE
<ul style="list-style-type: none"> • To provide practical support to the Class teacher, SENCO, Headteacher and Pupils. • To support named pupils or groups of pupils in their learning, treating them with respect. • To provide cover for colleagues when the need arises.

MAIN DUTIES AND RESPONSIBILITIES
<p>PLANNING AND EXPECTATIONS</p> <p>Working within schools policies and procedures to:</p> <ul style="list-style-type: none"> • Promote equal opportunities for all pupils • Assist the teacher in evaluating pupils’ progress • Contribute to discussions, with teachers, on the development of work programmes, work activities and support programmes for pupils • Monitor pupils responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn • Contribute to the preparation of teaching resources and materials • Provide feedback to pupils and teachers (record keeping and tracking records) • Develop an understanding of the specific needs of pupils to be supported taking note of suggested development points in reports from professionals <p>TEACHING & LEARNING ACTIVITIES</p> <ul style="list-style-type: none"> • Prepare classrooms/area for lessons and clear afterwards • Organise and manage safely the learning activities and teaching space • Communicate effectively and sensitively with pupils to support their learning • Promote and support the inclusion of all pupils in the learning activities in which they are involved • Assist with the supervision of, and encourage good behaviour amongst pupils • Use behaviour strategies in line with the school’s policy and procedures which contribute to a purposeful learning environment. • Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/ support staff team • Manage safely the teaching space and resources within the school • Ensure pupils are able to access necessary equipment.

- Work with individuals or small groups under the supervision of the teacher – this may be carried out in the classroom or outside the main teaching area
- Develop knowledge and implement agreed work programmes with individuals or groups in or out of the classroom.
- Help pupils to become more independent

PROFESSIONAL VALUES & PRACTICE

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising educational achievements of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (including SEN pupils)
- Prepare resources that are appropriate to the ability and interest of a child or group receiving intervention support.
- Keep record of children's progress and liaise with the class teacher.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Attend training courses to promote professional development
- Work in collaboration with outside agencies e.g. Pre School Councillors, Educational Psychologists etc.
- Where appropriate, to foster links between home and school.
- Encourage pupils to participate in all aspects of school life
- Promote the inclusion and acceptance of all pupils
- Support the medical needs of children
- Support children with behaviour difficulties
- Maintain confidentiality
- Create, maintain and develop the school's Christian ethos by acting as a positive role model.

GENERAL

- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

ADDITIONAL

- Undertake any other duties that reasonably fall within the position of the post, and which the Headteacher may allocate including assisting children with personal cleanliness, dressing and undressing as appropriate.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications and training</p>	<p>Basic literacy and numeracy skills</p> <p>Able to use IT to support learning i.e photocopier, computer, digital camera, SMART board.</p>	<p>Teaching Assistant qualification e.g. SWis, CLANSA, NVQ</p> <p>GCSE English and Maths</p> <p>Qualified First Aider</p>
<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<p>Able to communicate effectively with children, parents and staff</p> <p>Awareness of child protection issues</p> <p>Previous experience as a Learning Support Assistant or Teaching Assistant</p>	<p>Experienced in the policies, systems and procedures of a school</p> <p>Good understanding of the Foundation Stage curriculum and the related assessments</p> <p>Demonstrates knowledge of the key factors that can affect the way pupils learn</p> <p>Experience of supporting the teacher in the assessment and monitoring of children</p>
<p>Work related Personal requirements</p>	<p>Patient, resilient and caring</p> <p>Flexible approach to tasks</p> <p>Firm, sensitive and effective approach towards pupil discipline</p> <p>Professionally discrete and able to respect confidentiality</p> <p>Ability to work independently and as part of a team</p> <p>Willing to attend evening meetings as required.</p> <p>Commitment to equal opportunity for all regardless of gender, disability, religion or ethnic origin</p>	<p>Confident and able to use own initiative</p> <p>Willing to research for information to develop self and support daily practices</p>