



Hands, Feet and Hearts that make a difference

Job description: Teaching Assistant

Randwick C of E Primary School is committed to creating a diverse workforce. We welcome applications from all suitably qualified candidates regardless of sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage or civil partnership.

Main Purpose

To provide learning, care and practical support within a classroom, working under the direction of the class teacher. The Teaching Assistant will support pupils' learning, wellbeing and development, contributing to the delivery of high-quality teaching and learning. This includes supporting whole-class activities, small group work and interventions, and helping pupils with routines, transitions and behaviour management. The role requires a sound understanding of the primary curriculum and, where relevant, the Early Years Foundation Stage (EYFS) framework.

Duties and Responsibilities

Supporting the Class

- Build positive relationships with pupils, promoting self-esteem, independence and positive behaviour
- Support pupils with classroom routines, transitions and expectations
- Promote high standards of behaviour in line with the school's behaviour policy
- Encourage inclusion and participation for all pupils, supporting social interaction and collaboration
- Assist the teacher in creating a safe, caring and supportive learning environment

Teaching and Learning

- Demonstrate knowledge and understanding of the primary curriculum and, where applicable, the EYFS framework, supporting learning across areas of development and subjects
- Support the delivery of a broad and balanced curriculum under the direction of the class teacher
- Work with individuals and small groups to reinforce learning, deliver interventions and support progress
- Use appropriate strategies to scaffold learning and adapt activities to meet pupils' needs
- Promote positive attitudes to learning and support pupils to develop independence
- Use behaviour management strategies consistently and positively, in line with school policy
- Prepare and organise learning resources and the teaching space to support effective learning
- Support the use of ICT and practical resources to enhance learning experiences
- Observe pupils and provide verbal and written feedback to the teacher on progress, engagement and any concerns
- Assist with the monitoring and recording of pupils' progress, as directed
- Read and follow lesson plans and guidance provided by the class teacher

Working with Staff, Parents/Carers and Professionals

- Work collaboratively with class teachers and other school staff

- Communicate effectively with colleagues and pupils to support learning and wellbeing
- Develop professional and positive working relationships with staff
- Support effective communication with parents and carers as appropriate, under the direction of the teacher or school leaders

Professional Development

- Reflect on own practice and seek to improve skills and effectiveness
- Take part in training and professional development opportunities identified by the school
- Engage in the school's appraisal and performance management procedures

Safeguarding

- Work in line with statutory safeguarding guidance (including *Keeping Children Safe in Education* and *Prevent*) and the school's safeguarding and child protection policies
- Promote the safeguarding and welfare of all pupils

Please note:

This job description is illustrative of the general nature and level of responsibility of the role. It is not an exhaustive list of duties. The postholder may be required to undertake other tasks appropriate to the role, as directed by the Headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths (Desirable: recent first aid training including how to administer an Epi-pen)
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> ➢ Good literacy and numeracy skills ➢ Good organisational skills ➢ Ability to build effective working relationships with pupils and adults ➢ Skills and expertise in understanding the needs of all pupils ➢ Knowledge of how to help adapt and deliver support to meet individual needs ➢ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➢ Excellent verbal communication skills ➢ Ability to work as part of a team and to be flexible in their approach to daily routines ➢ Active listening skills ➢ The ability to remain calm in stressful situations ➢ Knowledge of guidance and requirements around safeguarding children ➢ Good ICT skills, particularly in using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> ➢ Enjoyment of working with children ➢ Sensitivity and understanding, to help build good relationships with pupils ➢ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ➢ Commitment to maintaining confidentiality at all times ➢ Commitment to safeguarding pupil wellbeing and equality ➢ Resilient, positive, forward looking and enthusiastic about making a difference ➢ Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.