

## **BELL FARM PRIMARY SCHOOL**

### **Teaching Assistant - Surrey Grade S3**



#### **JOB PURPOSE**

- Under the overall direction and control of the Headteacher, to support teachers with their responsibility for the development and education of individual pupils and groups of pupils across the key stages.
- When required, to provide support for individual pupils with special needs by giving them full access to the national curriculum and by integrating these pupils as fully as possible into the activities generally undertaken by pupils at the school.
- Use routine supervision and care skills to support pupils. This can include those who have physical, emotional or educational needs.
- As part of a team of teaching and non-teaching staff, to actively support and pursue the aims of the school.

#### **ACCOUNTABILITY TO:** Phase Leader

#### **1. KEY ACCOUNTABILITY - CURRICULUM SUPPORT**

##### **Key tasks**

- Assist class teachers, set teachers and when required, member of the Senior Leadership Team, in planning and evaluating programmes of work for individual pupils and groups of pupils.
- Adapt teaching materials to suit the particular requirements of groups of pupils and individual pupils with special needs.
- Assist in carrying out learning programmes of work in basic skills e.g. literacy, numeracy, ICT, life skills,
- Work with pupils in classrooms and group rooms.
- Assist with instruction in the use of specialist equipment and, where appropriate, the correct and safe use of tools and equipment e.g. in cookery and craft work
- Assist in supervising tests and recording scores
- Accompany pupils on school visits and support the teacher(s) in planning for the difficulties encountered by pupils in unfamiliar surroundings. The timings of such visits may overrun the school day.
- Help to organise and maintain the school as a learning environment e.g. display, book areas, resource storage
- To be aware of the school's priority curriculum targets, particularly in Basic Skills
- Monitor progress of pupils worked with, and contribute to future planning.
- Report back to the teacher, and SENCO when required, on the planning and assessment of pupil work
- When required, to play an active role in the whole class parts of lessons e.g. supporting good behaviours through the use of non-verbal communication, modelling answers and expectations.
- Reinforce learning objectives in group activities or when working with an individual pupil.
- Assist with daily setting up and clearing up of lessons

## **2. KEY ACCOUNTABILITY - PUPIL SUPPORT**

### **Key tasks**

- Support the pupil in gaining self-confidence and independence through encouragement and reassurance.
- When required, attend to the personal requirements and physical care required for an individual pupil to be successful in mainstream education. For example, assisting with mobility around different areas of the school site as necessary.
- While encouraging self-help, and independent learning, make sure that the pupil has access to required equipment and materials.
- Attend to a pupil's personal requirements on school visits and be aware of difficulties encountered in unfamiliar surroundings.
- Foster positive learning attitudes e.g. perseverance, collaboration
- Supporting a pupil in managing their behaviour through a range of strategies e.g. reward charts, target setting/getting
- Contribute to the assessment and record keeping for individual pupils. For example the assessment of current work and behaviours, Independent Education Plans, Pastoral Care Plans.

## **3. KEY ACCOUNTABILITY – GENERAL**

### **Key tasks**

- Participate in staff development activities on required In-service Days
- Contribute to any multi-disciplinary discussion of the pupil's needs/progress
- Maintain confidentiality both inside and outside the workplace
- Understand and implement school policies
- Undertake a range of tasks to support the effective use of resources by pupils and teachers.
- Be adaptable and responsive to emerging changes within the role i.e. through government or school based developments.
- To comply with all aspects of the school's safeguarding procedures.

## **SCOPE FOR IMPACT**

The post holder will have the opportunity to play a significant role in helping to develop the self confidence and independence of individual pupils and groups of pupils, and to contribute to overall progress made with learning and behaviours.

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Teaching Assistant will undertake the full range of tasks all the time. In practice, many post holders will undertake duties relating to individual pupils with special needs and groups of pupils in the classroom. The number of hours allocated to individual pupils with special needs is subject to external funding arrangements and can change at any time.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service (formally CRB) check and a childcare disqualification check if necessary.

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## Teaching Assistant



### PERSON SPECIFICATION

#### **Education and training**

**Desirable:** Knowledge of Microsoft office e.g., word and excel.

**Essential:** GCSE Grade C or equivalent in at least English and Mathematics.

#### **Experience**

**Desirable:** Experience of working in a school environment.

#### **Abilities and skills**

**Desirable:** Ability to analyse tasks and how they may be best achieved. Good oral and written communication skills. Motivational skills

**Essential:** Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines. Ability to relate in a friendly but firm way with a wide range of personalities. Ability to maintain confidentiality inside and outside the workplace. Ability to be open with children and to have sympathy for what concerns them.

#### **Personality**

**Desirable:** Outgoing personality. Enjoy varied work. Sense of humour

**Essential:** Enjoy working as part of a team. Supportive of colleagues. Patience. Adaptability.

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