

The Laurels Primary School

Teaching Assistant

JOB DESCRIPTION

What is the purpose of the role?

- ◆ Be able to implement and uphold school rules and ethos; being an excellent role model for students and providing a high quality service for the school
- ◆ To be responsible for safeguarding and prioritising the welfare of children
- ◆ Ensure that students are active participants in their learning and achieve outstanding outcomes
- ◆ Make a positive contribution to student well-being, staff teams and school life
- ◆ Be committed to your own professional development and actively seek out opportunities to expand your role specific knowledge

What are the role particulars?

- ◆ DMAT Grade 3 scp 11 - actual salary £12,640. The hours are 32.5 per week term time plus 5 Inset Training Days. You are expected to be on site from 8.30am to 3.30pm each day. There will be occasions when you will need to attend staff meetings. These may finish at 4.30pm but will be calendared in advance. Attendance at 2 or 3 evening calendared events through the year are an expectation (e.g. Open Evening)
- ◆ Accountable to your line manager and ultimately to the Headteacher. The activities outlined in this job description are in addition to those general conditions of service and may be modified by the Headteacher. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.
- ◆ This specification and the duties within it will be reviewed annually with your line manager and Headteacher.

Activities – what do you have you have to do?

- ◆ To assist in the learning environment by working with either individuals or small groups of children under the guidance of Teachers and leaders. The Teaching Assistant will report back to the Teacher about the pupil's progress.
- ◆ To work effectively as a team member contributing fully to all aspects of school life.
- ◆ To ensure that there are positive relationships between adults and adults/children, and that, if help is needed to establish/maintain positive relationships, then this is sought from the Senior Leadership Team.
- ◆ To carry out observations, assessments and maintain records of children's progress and work where appropriate/as directed by the Class Teacher or line manager.
- ◆ To carry out assessment tasks assigned by Teachers in order to monitor the children's development.
- ◆ To show care and concern for all the children in school. Duties will include administering First Aid, changing and cleaning them if necessary, and being concerned for their general welfare or responding to childrens' specific needs. (see Intimate Care Policy).
- ◆ To uphold our strong behaviour policy and to treat children fairly and with respect, in compliance with the ethos and values of The Laurels Primary School.
- ◆ To adhere, be familiar and stay up to date with all key school policies including Safeguarding, Confidentiality, Teaching & Learning, Behaviour, AfL feedback, and Whistleblowing.
- ◆ To work in partnership with, and establish supportive and professional relationships with all adults within the school community, and reflect the partnership between home and school that is considered essential at The Laurels School.
- ◆ To cover breaktime and lunchtime duties (playground and lunch hall) as instructed, supervising the children to ensure their safety and wellbeing, both emotionally and physically, and helping children to enjoy the experience and develop their social and play skills.
- ◆ To attend regular year group meetings and / or training sessions to develop knowledge and understanding of the job
- ◆ To keep the Leaders and Class Teacher aware of any problems, issues and concerns s/he may have. The Teaching Assistant will be a member of the team that supports the Head Teacher in the general running of the school
- ◆ To handover any essential information to supply or cover teachers about children in their class. Where Teaching Assistants work in job shares, they must be pro-active in maintaining a smooth transition throughout the week.
- ◆ To ensure that school security and Health & Safety rules and regulations are upheld at all times
- ◆ To be involved in all aspects of school life, and play a valuable and supportive part in ensuring that the children at The Laurels Primary School are settled and happy

- ◆ To be a positive ambassador of the school and its role in the community.
- ◆ To attend additional training where needed
- ◆ To participate in the implementation and delivery of educational programmes and monitor the progress of groups of pupils or individuals.
- ◆ To undertake any duties which may be reasonably allocated by the Senior Leadership team appropriate to the role to ensure the smooth running of the school.
- ◆ To assist Teachers in general administration of the classroom by doing some of the photocopying, covering, checking equipment and mounting and displaying of children's work.
- ◆ Attend professional development sessions as recommended by the SENCO or other senior staff

Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and resilience		Evidence will be taken from your application, interview and references
Qualifications/ knowledge	Sound knowledge of English and Mathematics educated to C and above at GCSE level or equivalent. 'A' levels would be advantageous. Working knowledge of Basic computer programs (Word, Excel).	Knowledge of the National Curriculum and GCSE specifications. A levels/degree IT qualifications First Aid Qualifications	Evidence will be taken from your application, interview and references
Experience	Having worked with young people of school age.	Experience of working within a school/education setting.	References
Training	Willing to undertake professional development and share your learning with colleagues.	If you do not have a valid first aid certificate, training will be provided. It is an expectation.	Evidence will be taken from your application, interview and references
Circumstances – personal	Proven willingness and capacity for hard work. A personality to merit the respect of students and to encourage them.		Interview Application References
Skills and qualities	The ability to develop learning resources to enable students with specific learning needs to access course content and achieve their personal best. Highly motivated, clear thinking and principled Committed to equality of opportunity Able to manage time effectively. The ability to effectively engage young people.	An understanding of student learning needs, how to question students to assess knowledge and progress.	Interview Lesson Tasks References