



Steam Mills Primary School

Job Description

School Vision

A thinking school committed to achieving high standards of education, communication and collaboration for the benefit of the children and community.

Employment Details

Job Title:	Teaching Assistant KS1
Profession:	Education
Department:	Steam Mills Primary School
Reports to (Job Title):	Head Teacher
Hours of work:	26 hours & 15 mins (arranged as Monday – Friday 9am-12 noon & 1pm-3:15pm, plus 5 x 30 mins lunch-time supervision)
Level and Scale Point:	Grade 5, SCP 11 Grade 2, SCP 3
Job Purpose: The post holder is responsible for helping to support children to engage in their school experience and facilitate learning by establishing positive relationships. Under the class teacher's guidance they are responsible for pastoral care and learning in line with curriculum objectives as well as administration duties,	
Role of Department: The post holder is responsible to the Head Teacher for his/her duties and responsibilities as well as developing a good relationship with their class teacher. They interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to improve the quality of teaching and learning in the school.	

Main Duties / Responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- Assist in the educational development of pupils under the direction and guidance of the Head Teacher, class teachers and SENDCo including delivery of national programmes;
- Assist in the moral, social and emotional development and wellbeing of pupils under the direction and guidance of the Head Teacher, class teachers and SENDCo;
- Assist in the implementation of Learning Plans for pupils and help monitor their progress;
- Provide support for individual pupils (1:1) inside and outside the classroom to enable them to fully participate in activities;
- Work with other professionals, such as speech therapists and occupational therapists, as necessary;
- Assist class teachers with maintaining pupils' records (e.g. learning plans, feedback forms/notes, assessments etc);
- Support pupils with emotional or behavioural issues and help develop their social skills;
- Liaise with parents and other agencies where appropriate, under the guidance of the class teacher, in feeding back on the progress of the pupil you work with;
- Support the pupils' learning on the playground.

- Planning learning activities with teachers;
- Helping to assess pupil progress including through marking;
- Assisting with the general up-keep of the learning environment e.g. preparing resources, handing out equipment and ensuring it is kept in good condition;
- To keep completely confidential any information regarding the children, their families or other members of staff that is required as part of the job.

Administrative duties

- Support class teachers in photocopying and other tasks in order to support teaching;
- Make resources that support the learning of pupils;
- Undertake other duties from time to time as the Head Teacher requires

Standards and quality assurance

- Support the aims and ethos of the school;
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- Set a good example in terms of dress, punctuality and attendance;
- Work effectively, to targets set through performance management and in line with school improvement priorities
- Be proactive in matters relating to health and safety.

Personal Specification

Essential

- NVQ Level 2 with significant experience or NVQ Level 3 or equivalent.
- GCSE Maths and English Grade A – C.
- Experience of working with pupils with moderate, behavior and learning difficulties.
- Ability to adapt and respond to a child's changing needs safely and professionally.
- Experience of working at Primary level and knowledge of the National Curriculum.
- Good organisational skills.
- Initiative and confidence to develop ideas to support curriculum/extra-curricular activities.
- Flexibility and adaptability.
- Sense of humour.
- Ability to work within the school community as a team member and also autonomously.
- Good communication skills both written and verbal.
- Confident with the use of technology.
- Commitment to continuing professional development.

Desirable

- Experience of working with pupils who present with social, emotional and mental health issues.
- Understanding of therapeutic interventions, ie. ACE's training, Nurture groups.
- Additional skills and interests which would be of benefit to the school.
- Experience working with children with complex special needs and difficulties

Disclosure and Barring

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.