

# BRITANNIA PRIMARY SCHOOL AND NURSERY

## JOB DESCRIPTION

**Post:** Teaching Assistant

**Salary:** Level A - Grade 2 Point 3

**Responsible to:** Phase Leader and Principal

### LEVEL DESCRIPTION

The Teacher plans lessons and directs learning. The Teaching Assistant provides support to the teacher and through this to pupils and to the teaching of the curriculum. The Teaching Assistant works under the direction of the teacher, whether in the whole class or on their own with a small group of pupils or an individual.

Development of pupils through leading play.

All duties will be carried out within recognised procedures or guidelines.

There will be the need to interpret information or situations and to solve varied problems.

More complex problems will be referred to line manager.

Exchanges orally, or in writing, varied information with a range of audiences.

No direct responsibility for supervising others but may involve demonstrating duties or giving advice and guidance to others.

Will make day-to-day decisions about own workload.

Includes ad hoc duties, which requires initiative and self-motivation.

### INTRODUCTION

The level description above gives an overview of the level of competence required to carry out work at this level.

The post holder will report to the class teacher in charge and the phase leader during class time and the Lunchtime Manager and the Vice Principal during lunchtimes.

This job description outlines examples of the types of work that may be carried out at this level. This list is not exhaustive, and variation can be made by the post holder's line manager or Principal

*Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### EXAMPLES OF DUTIES AT THIS LEVEL

#### Support for pupils

- Undertake a range of routine tasks to support learning e.g. listening to reading, discussing stories etc

- Assisting an individual child, or a small group of children, with Special Educational Needs
- As appropriate, look after sick/upset children and attend to physical needs

### **Support the teacher**

- Undertake routine tasks to support the teacher during lessons eg. preparing classroom materials, displaying pupils' work, supervising small groups of children whilst the teacher is carrying out assessments
- Assist teaching staff to ensure that the aims and objectives of the school are achieved
- Help to maintain good liaison with parents
- Contribute to the maintaining of pupil records

### **Support for the curriculum**

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days

### **Midday Play Leader**

- Direct supervision of pupils during the midday break, for half an hour per day, including pupils attending Lunchtime Club. Ensure pupils are actively and safely occupied during playtime.
- Oversee all areas where pupils gather during the lunch break, these will include cloakrooms, classrooms, playing field and playground, as appropriate and includes wet play times.
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- Provide communication to teachers about pupils' behaviour during midday break either when it gives cause for concern or is exemplary.
- Help develop and nurture independent playing skills at every Key Stage.
- Support the social and emotional development of pupils including dealing with conflict and friendship groupings.
- Innovate and develop appropriate play activities including ordering and organising resources.
- Assist with the induction training of new Play Leaders when necessary.
- Within current procedures look after sick/injured children at the First Aid area, attend to needs and complete necessary reporting
- Any other related duties as directed by the Lunchtime Manager/Vice Principal

### **Responsibilities**

- To uphold the school policies
- To pursue relevant training to further professional development

The duties and responsibility of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the exiting level of responsibility vested in the post.

## PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Knowledge:</b>		
Technical or specialist	Experience of working with children	Experience of working with pupils
	Knowledge and use of a range of equipment	
		Basic knowledge of first aid
Literacy and numeracy	Ability to read and understand instructions	Ability to use basic ICT
	Ability to complete basic paperwork such as accident book	
School environment		Knowledge of school policies and procedures
<b>Mental Skills:</b>		
Research	Assist teacher with information gathering and resources as appropriate	
Problem solving	Ability to recognise and resolve or report problems	
Thinking creatively / Developing new ideas	Assist teacher in creating a positive learning environment	
<b>Interpersonal &amp; Communications Skills:</b>		
Caring skills	Sensitivity to pupils' needs	
Advising / guiding skills	Advising and guiding pupils on the best way to handle situations, under the teacher's direction	
Verbal and written communications skills (including use of languages)	Ability to communicate clearly	
	Ability to encourage participation and give feedback to pupils	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
	Ability to maintain appropriate level of confidentiality	
<b>Physical skills:</b>		
Keyboard skills / use of mouse		Ability to use keyboard and mouse required if supporting pupils using IT equipment
Other manual skills	Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons	
	Help pupils to use tools and equipment as required to support learning	
<b>Other attributes:</b>		
Level of autonomy	Work is covered by set policies and procedures	
	Teaching Assistants work under the guidance of the teacher or more senior Teaching Assist	
	Able to work with small groups of pupils when carrying out specific tasks or on field trips etc	
	Able to supervise larger numbers of pupils during break/lunchtime	
	Able to make decisions on when to refer queries/problems to another member of staff	

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

Signed \_\_\_\_\_ Postholder Date \_\_\_\_\_