# Primrose Hill C of E Primary Academy

**Job Description: Teaching Assistant KS1**

## Employment Details

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| Job Title: | Teaching Assistant KS1 |
| Department: | KS1 |
| Reports to (Job Title): | Class Teacher |
| Staff Responsibilities (Job Title): | Delivering planning, support and advice to aid the teaching and learning of the children in the class. |
| Hours of Work | Monday and Tuesday 8:30am – 12pm plus INSET |
| Level and Scale Point: | Grade 5, SCP 11– 14 (£25,979 - £27,334 pro-rata) |
| Job Purpose:   * To support in the teaching of children through a high quality and appropriate curriculum which ensures good or better progress for pupils, in collaboration with the Class teacher. * Work with parents, key agencies and the children to ensure good progress. * To support the school in safeguarding all pupils in our care. | |

**Main Duties/Responsibilities**

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| Responsibility: |
| * Comply with the policies and procedures relating to safeguarding, child protection, equal opportunities, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the designated safeguarding lead. * Contribute to the overall ethos, aims and work of the school * Support in the planning, monitoring and evaluating effective curriculum opportunities, including home learning, with support and guidance from the Class Teacher. * Support the Class Teacher in the assessment, recording and reporting on children’s development, progress and attainment. Helping inform the Class Teacher in setting clear targets, which build on children’s interests and prior attainment. * To deliver specific targeted intervention programmes to meet the needs of the pupils as directed by the class teacher * Develop on-going positive relationships with parents. * Work effectively with the Class Teacher, other Support staff, and other adults within the school. * Support the teaching team to ensure high standards of behaviour and share the corporate responsibility for the well-being and discipline of **all** pupils, in line with school policy. * Help to maintain a well-organised, safe and enabling learning environment and provide a high standard of display both in the classroom and around the school, under direction from the Class Teacher. * Set a good example in terms of dress, punctuality and attendance. * Take responsibility for your own professional development, keeping up to date with current research and development. Attend and participate in meetings and in-service training activities as required. * To undertake routine feedback in line with school policy * Undertake in a share of playground duties and rota duties for school activities. * Support class teachers in photocopying and other tasks to support teaching and learning. * To accompany teaching staff and pupils on visits and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher. * Contribute to the broader life of the school in order to support the development of Primrose Hill as a school at the heart of the community and promote the school in the local community. |

**Personal Specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications & Training** | * NVQ Level 2 Supporting   Teaching and Learning in Schools or equivalent | * SEND qualifications. * NVQ level 3 or working towards the qualification. | * Certification. |
| **Experience** | * Classroom experience of working with KS1 children, in either a paid or voluntary capacity. | * Classroom experience of the National Curriculum in either a paid or voluntary capacity. * Experience of supporting children through a speech and language program. * Sound knowledge of phonics * Experience of supporting children in early maths development. | * Application form/letter. |
| **Skills & Knowledge** | * Knowledge and understanding of a broad and balanced curriculum. * Ability to work to the teacher’s instructions. * Ability to liaise with parents and families. * Commitment to providing high quality childcare. * Ability to work from own initiative. * Competent in the use of IT. | * Able to work as part of a team. * Ability to manage behaviour. | * Assessment at interview. |
| **Personal Qualities** | * Strong organisational skills. * Excellent communication and interpersonal skills. * Excellent time management skills. * Calm in manner, approachable and flexible. * Commitment to equal opportunities and inclusion. * Willingness to learn and self-develop. * Patience and the ability to remain calm in challenging situations. * Empathetic. * Able to deal with sensitive information in a confidential   manner. | * Flexibility. | * Assessment at interview. |

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

***This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.***