

## Person Specification and Job Description

### Teaching Assistant

**School:** Long Sutton C of E Primary School

#### Main purpose

To provide high-quality support to the children, ensuring a safe, nurturing, and stimulating environment for learners enabling them to make progress academically, socially and emotionally.. The role involves working closely with the class teacher to implement the curriculum and support the holistic development of children.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• good basic education to GCSE level in literacy and numeracy, or the equivalent</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 or 3 Childcare and/or Education, supporting Teaching and Learning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children in a school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with special needs</li> <li>• Experience of working with children with Social &amp; Emotional needs</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of child development and barriers to learning.</li> <li>• the ways in which children learn;</li> <li>• the roles played by various adults in a child's education;</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• An understanding of the EYFS curriculum</li> <li>• Knowledge of teaching phonics (ULS preferable)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both verbal and written</li> <li>• Good numeracy and literacy</li> <li>• Ability to engage and motivate children</li> <li>• Ability to support children with a range of needs</li> <li>• Patience and empathy</li> <li>• Ability to work effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assist with curriculum planning</li> <li>• Familiarity with SEN (Special Educational Needs) support</li> <li>• Experience in creating stimulating learning environments</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible and adaptable</li> <li>• Ability to work well in a team and independently</li> <li>• Organizational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach to learning</li> <li>• Interest in continuous professional development</li> </ul>
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### **Key Responsibilities:**

#### **Supporting Teaching and Learning**

- Assist the teacher in preparing and delivering learning activities in line with the national curriculum
- Support individuals and small groups of pupils with their learning
- To teach individuals, small groups and at times the whole class under direction of the class teacher.
- Adapt activities to meet the needs of all learners, including those with SEND
- Help maintain a positive, engaging and inclusive classroom environment
- Promote children's independence and confidence

#### **Pupil Support**

- Provide targeted support for pupils with additional needs
- Assist with early reading, phonics, writing and basic numeracy development
- Support pupils' social and emotional development
- Encourage positive behaviour and support the school's behaviour policy
- Help pupils stay on task and fully participate in lessons

#### **Classroom Management**

- Prepare classroom resources and learning materials
- Assist with classroom organisation and displays
- To pack up, clear and tidy resource during and at the end of the day
- Supervise children during activities, break times, and educational visits
- Ensure health, safety and safeguarding procedures are followed at all times

#### **Assessment and Feedback**

- Observe pupils' progress and feed back to the teacher
- Support assessment activities as directed
- Keep simple records of pupil engagement and achievement
- Communicate effectively with staff about pupil needs and progress

#### **Pastoral Care:**

- Build strong relationships with children, fostering a positive and caring atmosphere.
- Support children in developing social and emotional skills, including conflict resolution and self-regulation.

**Collaboration:**

- Work collaboratively with the teaching team to plan and deliver the curriculum.
- Communicate effectively with parents and caregivers, sharing updates on children's progress when required.

**Professional Development:**

- Attend staff meetings, training sessions, and workshops to enhance skills and knowledge.
- Stay updated with best practices in early years education.

**Safeguarding**

The successful candidate will be committed to safeguarding and promoting the welfare of children. An enhanced DBS check will be required.