



**The Castle Partnership Trust**  
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## **Wellesley Park Primary School**

### **Teaching Assistant**



## **Job Description and Person Specification**

## WELLESLEY PARK PRIMARY SCHOOL

<b>Job Title:</b>	Teaching Assistant
<b>Responsible to:</b>	Headteacher, members of the senior leadership team (SLT) and classroom teachers
<b>Disclosure Level:</b>	Enhanced
<b>Liaising with:</b>	School leadership team, teaching/support staff, colleagues across The Trust, individuals, parents.
<b>Grade:</b>	School Support Staff Pay Scale Grade 15. Fixed Term Contract until 31.08.2022
<b>Working Time:</b>	18.75 hours per week, Term time 38 weeks per year (which includes 3 of the 8 school Inset Days)

### **Main purpose of the job:**

- Supporting and directing, including outdoor activities, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic and social.
- Work with and support pupils to ensure they are able to use ICT and other specialist equipment their learning. This will include working with small groups with other specialist equipment to enhance their learning. This will include working with small groups without the class teacher.
- Motivate and encourage pupils to concentrate on and fulfil the tasks set.
- Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum
- Carry out playground and other duties as directed.
- Seek to ensure the promotion and reinforcement of pupil's self esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
- Contribute to the assessment of pupils' learning.
- Contribute to the implementation of specific individual pupil targets.
- Liaise with staff and other LSAs.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and behaviour.
- To communicate effectively with parents and pupils as appropriate.
- To pay a full part in the life on the school's community to support its vision and ethos and to be a good role model for all pupils.

### **Supporting & Leading Learning**

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.

- To work alongside the class teacher to deliver learning to support the academic achievement of all learners, through focused group learning, as directed by the class teacher.
- Supervise pupils using cloakrooms, showers and toilet facilities. Supervise pupils in playgrounds and when entering and leaving using school transport.
- Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy.
- Support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Under the direction of the teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control, resilience and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contact with all staff to pass and receive information, advise, guidance, suggestions and ideas.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers regarding pupils' achievements and well-being using school systems/processes as appropriate.

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and idea.
- Make a positive contribution to the wider life and ethos of the school.

### Professional development

- Regularly review the effectiveness of your practices and their impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for your personal improvement through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

### Other

- To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.
- Most of the working day is spend standing, with periods of crouching / bending to engage pupils in activities.
- There may be an occasional need to physically lift pupils for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs, these may include the cleaning of soiled areas. Ensuring compliance with Health and Safety procedures.
- A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title. It does not form part of a contract of employment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

**Signature of post holder:** \_\_\_\_\_ **Date:**    /    /

**Signature of headteacher:** \_\_\_\_\_ **Date:**    /    /

## Person specification

CRITERIA	ESSENTIAL QUALITIES	DESRIBLE
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>- Good standard of education – 5 GCSE's or equivalent</li> </ul>	Educated to NVQ Level 2 in learning support
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Knowledge and understanding of working in a classroom environment.</li> </ul>	Basic knowledge of First Aid and understanding of the School policies/ Paediatric First Aid qualified
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>- Thorough knowledge and understanding of safeguarding children.</li> <li>- Effective communication and interpersonal skills</li> <li>- Ability to build effective working relationships</li> <li>- Create a stimulating and safe learning environment.</li> <li>- The ability to challenge and engage children in their learning through creative opportunities with high levels of expectations for all learners.</li> </ul>	<ul style="list-style-type: none"> <li>- An understanding of Primary phase curriculum requirements.</li> <li>- Demonstrate high level IT competencies.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>- A commitment to maintaining confidentiality at all times</li> <li>- Ability to work flexibly: self-evaluative adapting to changing circumstances and new ideas.</li> <li>- A commitment to safeguarding and equality</li> <li>- Sense of humor</li> <li>- A commitment to ongoing relevant professional self-development</li> <li>- Patience: showing warmth, care, sensitivity and interest when dealing with children and carers.</li> <li>- Enthusiasm</li> <li>- A commitment to inclusion.</li> </ul>	

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**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_