



Westvale Park Primary Academy Teaching Assistant KS1

Job Description

Job Title:	Teaching Assistant KS1
Reporting to:	Phase Lead
Location:	Westvale Park Primary Academy
Type of position:	Permanent – Term Time Only

1. JOB PURPOSE

Supports the teacher with their responsibility for the development and education of all pupils. Uses routine supervision and care skills to support pupils, including those who have physical, emotional, or educational needs. Under the direction and supervision of the teacher:

- Monitors progress and contributes to future planning.
- Works with groups of pupils as required.
- Organises and maintains the learning environment.
- Assists in the delivery of individual work programmes for pupils with special educational needs.
- Works as an active and positive part of a team to ensure that the well-being, behaviour, and personal development of the pupil(s) enhances learning opportunities and life skills.
- Is fun and caring, imaginative, and keen to interact with young children.
- To support legal ratios on school trips and break times as required.

2. KEY ACCOUNTABILITIES

Curriculum support

To assist as part of a team, with classroom organisation and provision and to undertake directed work, such as reading stories or setting up tasks. To understand how young children develop and provide interactions which develop their abilities to learn, think, talk, interact, sing, question and imagine.

Pupil Support

To assist in meeting the pupil's need for encouragement, reassurance and comfort and to foster the development of his/her self-reliance, powers of concentration and sense of individual responsibility.

3. SCOPE FOR IMPACT

The post holder will have the opportunity to play a significant role in helping to develop the self-confidence and independence of individual pupils through developing positive relationships with all

children, and in helping them to integrate with other pupils and achieve the maximum possible personal and academic benefits from their period at the school. The post holder will embody the school ethos and values, and always act as a champion for Westvale Park Primary Academy in the wider community.

4. TASKS

These tasks serve to indicate the range of possible duties and level of responsibilities involved. It is not exhaustive.

4.1 Curriculum Support

- To participate, with teaching staff, in the planning and evaluation of learning materials and equipment.
- To assist in the preparation and adaptation of teaching materials, as necessary.
- To assist with instruction in the use of equipment (e.g. computer) and, where appropriate, the correct and safe use of tools and equipment.
- To supervise children undertaking potentially dangerous equipment in-group activities such as craft work or cookery.
- To look for ways to facilitate pupils individually or in small groups in developing their reading and numeracy skills in accordance with the principles of good learning practice adopted by the school for Early Childhood Development.
- To participate in staff development activities and, to contribute to any discussion of curriculum development and the progress of individual pupils.
- To accompany the class on school visits and be aware of difficulties encountered in unfamiliar surroundings. The timing of such visits may overrun the normal school day.

4.2 Pupil Support

- To make sure that pupils are safe and happy.
- To attend to pupils' personal requirements and provide physical care on a daily basis, for example supervising movement around different areas of the school site as necessary: assisting younger children with changing out of and into outdoor clothing for example.
- To work with pupils in developing their speaking and listening skills.
- To work with all pupils to develop a love for reading.
- To work with pupils to build their self-confidence, self-reliance, and social skills.
- To ensure that children have the right resources to support their learning, as directed by the teacher.
- To support some pupils with SEN by following advice from outside agencies, e.g. speech and language therapists.

4.3 General

- Be imaginative and fun, enjoy singing songs and dressing up.
- Preparation of resource packs and first aid box for school visits.
- Mounting work for display.

- Classroom resource management, informing the school office of shortages and recording the receipt of replacement stock.
- Supervision and safe return of artefacts brought into the classroom by pupils to illustrate current topic work.
- To prepare and, where appropriate record on video or audio tape, resource materials as requested by staff.
- Assist with the daily setting up of the classroom and tidying up after sessions.
- Ensuring materials are stored carefully and treated well by children, in labelled boxes.

4.4 Midday meal supervision

- To supervise and maintain positive behaviour of pupils during the midday break, in dining areas, about the school premises and in play areas.
- To organise play activities to ensure all children enjoy break times.
- Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
- To take your lunch break when directed.
- To be positive with children – asserting what you expect to see and praising when that is done; consistently following key policies and procedures for reporting (e.g., safeguarding and behaviour).
- To show compassion and understand that all behaviour is communication.
- To ensure that you are aware/kept up to date of children’s medical and dietary requirements.
- To administer basic first aid to children.
- To clean and change soiled and sick children ensuring appropriate safety and safeguarding procedures.
- To feedback any significant incidents to the Class Teacher to ensure parent partnership is effective.

5. PROFESSIONAL CHARACTERISTICS:

- To be a positive, willing, contributing and adaptable member of the team at all times, i.e. a strong team player.
- To arrive punctually and maintain high standards of time keeping and reliability. Inform the Head of School on her mobile phone by 7.00am, if absence is likely.
- Maintain confidentiality at all times.
- Dress cleanly, smartly and appropriately.
- To welcome parents to the classroom, recognising them as partners in their child’s education.
- Demonstrate positive and consistency to promote positive behaviour.
- To be polite and co-operative with all colleagues and to be adaptable to different styles of teaching and learning.
- To be imaginative and fun, enjoy singing songs and dressing up.



- To be committed to equal opportunities and to be aware of and respect the cultural and religious backgrounds of the children.
- To be flexible, adaptable and alert to unexpected and new situations that may arise within the daily routine.
- Be aware of the need to reflect on one's performance and to accept constructive criticism as a tool for improvement. Accept appraisal as part of the role.
- Take advantage of training courses and report back on the knowledge gained.
- To welcome, assist and support new members of staff/pupils.

**Teaching Assistant KS1
Person Specification**

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ✓ Good general education. Grade C GCSE Maths and English 	<ul style="list-style-type: none"> ✓ Experience of KS1 practice/working in a school ✓ NVQ Level 2 in Supporting Teaching and Learning ✓ Experience and training in running interventions
Knowledge	<ul style="list-style-type: none"> ✓ Able to motivate pupils to learn. ✓ Able to assist with the organisation of the learning environment. ✓ Able to undertake routine tasks under the direction of the teacher ✓ Good level of written and spoken English ✓ Numerate 	<ul style="list-style-type: none"> ✓ Sound understanding of the Early Years Foundation Stage Curriculum and/or National Primary Curriculum ✓ An understanding of child development ✓ An understanding of the importance of inclusion and diversity ✓ A knowledge and understanding of assessment, monitoring, target setting and evaluation
Skills	<ul style="list-style-type: none"> ✓ Excellent inter-personal skills ✓ Ability to work as part of a team ✓ Excellent prioritising and organisational skills ✓ Able to clarify and explain instructions to pupil(s). ✓ Basic IT skills ✓ High expectations 	<ul style="list-style-type: none"> ✓ Excellent behaviour management skills ✓ Craft, sport, music or other specialist skillsets to bring to a new team
Communication	<ul style="list-style-type: none"> ✓ Good oral and written communication skills ✓ Ability to form positive relationships with parents and colleagues 	

	<ul style="list-style-type: none"> ✓ Able to communicate clearly with pupils ✓ Able to maintain confidentiality 	
Attributes	<ul style="list-style-type: none"> ✓ To be nurturing to all pupils ✓ To have a belief that every pupil can succeed ✓ To be supportive of other staff members ✓ To have good attendance and excellent punctuality ✓ To have a good sense of humour and ability to be flexible ✓ To be pro-active in the working environment ✓ To understand the importance of dressing smartly in the workplace ✓ A desire to embody the school values and ethos ✓ The ability to inspire confidence in parents 	

Name of Employee:	
Signed:	
Date:	