

**Mill Hill Primary School
Education
Person Specification: Teaching Assistant**

	Essential	Desirable
Qualifications/ Attainments	<ul style="list-style-type: none"> • A teaching assistant qualification at NVQ Level 3 relevant to the Key Stage or its equivalent <p>OR Relevant qualifications at NVQ Level 3 in Early Years Or Child Care/Foundation</p>	<ul style="list-style-type: none"> • A valid First Aid Certificate • Good numeracy / literacy skills
Experience	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of planning and evaluating learning activities • Involved in planning programmes of learning for individuals, groups and whole class 	
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to relate well with children and adults • Ability to work independently with individual children, small groups of children and whole class • Ability to use initiative when required • Ability to work as a member of a team • A willingness to work co-operatively with a wide range of professionals • Good communication skills – written and verbal • Use ICT effectively to support teaching and learning 	<ul style="list-style-type: none"> • Ability to work within the LA and School's policies and guidelines • Working knowledge of Ey and Primary curriculum
Personal Requirements	<ul style="list-style-type: none"> • Sensitive to the needs of children and their parents/ carers • Ability to work as part of a team • Calm and positive approach • Committed to professional development 	

Job Description

All Support Assistants will be expected to:

- Have regard to the Children Act (2004) and treat all pupils with respect and provide for their personal, educational and learning needs.
- Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
- Be a member of the team who make up the whole school staff including teachers, support assistants, caretaker, clerical assistants, supervisory assistants, kitchen staff
- Be responsible for maintaining high standards in the following key areas:-

Key Area: Curriculum Delivery

Key Tasks:

- Work in partnership with teachers and other professionals to provide effective support for learning activities.
- Contribute to the planning and evaluating of learning activities
- Observe and report on pupil performance
- Contribute to maintaining pupil records
- Take a full and active role in preparing and maintaining the learning environment
- Co-ordinate written reports and to contribute to school reports for other agencies
- To work with individual children, with small groups of children, and whole class under the overall supervision of the class teacher
- To cover classes at times to support PPA cover

Key Area: Pastoral Care

Key Tasks:

- Know the individual children
- Talking and listening to children
- Communicate with parents
- Communicate with other team members
- Give appropriate help throughout the school day, including the children's break and lunch times. This may mean having your own breaks at other times.
- Provide advice and support to colleagues in all aspects of their work
- Support school policy regarding equality diversity

Key Area: Team Membership**Key Task:**

- Contribute to relevant team meeting
- Make effective team contributions
- Support other team members
- Recognise and use your own strengths and those of others

Key Area: School Identity**Key Tasks:**

- Promote a positive image of the school to children, parents/carers and visitors
- Involve children in the life of the wider community
- Promote effective relationships with parents and carers in line with the School policy

Key Area: Health**Key Tasks:**

- Contribute to both the physical and emotional health, and the well being of the children.
- Liaise with teachers, SENDCO and other staff with regard to children with Special Needs
- Liaise with Health Service professionals and others supporting children's health and/or medical needs (including administering medication)

Key Area: Personal and Career Development**Key Tasks:**

- Review and develop your own professional practice
- Identify training needs
- Undergo appropriate training
- Take on additional, job extending tasks

This Job Description may be amended at any time following discussion between the Head Teacher and member of staff.

Agreed:

Date:.....

Signed Post Holder

Signed Head Teacher

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.