



**St John & St James
Church of England Primary School**

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**JOB DESCRIPTION
Teaching Assistant (Scale 3)
Accountable to the Senior Leadership Team**

Hours: 15 hours per week, 39 weeks per annum

PURPOSE

- To accelerate pupils' progress across the curriculum, including their social skills
- To support pupils' learning and to share in their care and wellbeing
- To make contributions to teachers' planning and be involved in the development and delivery of the curriculum, so that all pupils make accelerated progress

KEY RESPONSIBILITIES

Support for pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Learning/Behaviour Support Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and progress of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Use key strategies to promote vocabulary across the curriculum.
- Model the task to individuals or groups of pupils prior to independent work.
- Use a range of practical resources as directed by the class teacher.
- Have high quality interactions with pupils which move them on in their learning.
- Provide positive feedback which acknowledges effort and builds confidence for the future.

2. Support for teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

- Assist with the planning and resourcing of learning activities.
- Be proactive and liaise regularly with the teacher to fully understand how they can best support the learning within the classroom.
- Be fully inclusive in their practice and to model good behaviour management skills where required.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, difficulties, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine assessments and undertake routine marking of pupils' work.
- Provide admin support when required.

3. Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake published, evidence-based, pre-planned programmes (including training) linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims/vision of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes and break times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

ST JOHN & ST JAMES C of E PRIMARY SCHOOL

Teaching Assistant (Scale 3)

PERSON SPECIFICATION

We are seeking to appoint a dynamic and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

	Essential	Desirable
Education/Qualifications		
Educated at GCSE standard including Maths and English (Grade A-C) or childcare qualification to GNVQ Foundation Level or Level 1 NVQ	✓	
Experience		
Class based experience supporting teachers	✓	
Some EYFS experience		✓
Experience of supporting an individual child with ASD	✓	
Experience of working in an educational setting	✓	
Experience of how to prepare and evaluate learning activities for individuals and small groups of pupils		✓
Proven experience of practice having an impact on pupils' learning, progress and achievement.	✓	
Experience of running evidence-based, small group or 1:1 interventions, with an impact on children's learning.	✓	
Professional Knowledge and Understanding		
Have a clear understanding of how to provide effective support to pupils in a range of contexts	✓	
Understand how to maintain a safe environment for all children	✓	
Knowledge of strategies to promote social, emotional and mental health well being		✓
Familiarity with the National Curriculum	✓	
Personal Qualities		
Good interpersonal skills	✓	
Ability to communicate effectively both verbally and in writing	✓	
A calm and positive approach	✓	
Ability to cope with and adapt to change	✓	
Ability to work co-operatively and flexibly within a team	✓	
An interest in children's development and education	✓	
Ability to use own initiative and make sound judgements, when appropriate	✓	
Sensitivity to the needs of children and parents	✓	
An understanding of importance and confidentiality	✓	
Interest in developing role specific skills through training	✓	
ICT confident		✓

SAFEGUARDING CHILDREN

St John & St James CE School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures