



## **EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant

**SCHOOL:** Bourne Primary School

**LOCATION:** Bourne Primary School

**GRADE:** Single Status 3

**RESPONSIBLE TO:** Headteacher/Assistant Headteachers

### **Purpose of the Role:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

This role assists in promoting the best possible outcomes in terms of wellbeing, learning and personal development of all pupils.

### **Key tasks:**

1. Support pupils in achieving the best possible outcomes.
2. Modify and adapt delivery of learning activity under the guidance of a teacher.
3. Responsible for the promotion of the wellbeing and safeguarding of pupils, including provision of personal care, medical intervention and moving and handling students as required
4. Establish effective relationships with the pupil(s), parents/carers and colleagues and work successfully as part of the team around the pupil.
5. Maintain awareness of and support or implement the teaching and learning, behaviour and safeguarding policies.
6. Support pupils in developing interaction, communication, independence and inclusion both in and out of the Classroom.
7. Support pupils both individually and in groups with the use of a wide range of learning resources to support the best learning outcomes.
8. Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a good learning environment.
9. Carry out playground/break and lunch time supervision and support as required.
10. Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being.

11. Commitment to own personal development including attending training activities offered by the school to further knowledge
12. Carry out the above duties in accordance with all school policies. And maintain confidentiality at all times.
13. Provide objective and accurate feedback and reports on pupil progress as required.
14. Provide support in exams as required.

***Progression/appointment to Single Status 4 is dependent on a progression opportunity being advertised and these additional duties being required:***

- 15. Deliver whole class lessons and activities for up to 30% of employed time throughout the school year.*
- 16. Administer and assess routine tests and invigilate exams/tests.*

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish effective relationships with pupils and empathise with their needs
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to assess, adapt and learn from a situation to modify or adapt the activities
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all policies
- Able to converse at ease with customer and provide advice in accurate spoken English (customers including the team around the children)

### Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- NVQ Level 2 for Teaching Assistants or equivalent

### Essential knowledge

These criteria will be assessed at the application and interview stage

- A good standard of written and spoken English
- A basic understanding of Mathematics
- A basic understanding of and use of IT, including the use of email
- Basic knowledge of safeguarding
- Basic knowledge of the school, the schools' values and ethos

Progression/appointment to Single Status 4 is dependent on demonstrating:

- Knowledge of teaching and learning strategies
- Ability to manage a whole class
- Demonstrate an ability to differentiate behaviours and a variety of needs

### **Desirable knowledge**

These criteria will be assessed at the application and interview stage

- Awareness of the teaching and learning, behaviour and safeguarding policies
- Where appropriate, to know and apply positive handling techniques

### **Essential experience**

These criteria will be assessed at the application and interview stage

- Experience of using a wide range of learning resources to support the best learning outcomes

### **Desirable experience**

These criteria will be assessed at the application and interview stage

- Experience of supporting children, including those with special educational needs

### **Other essential criteria**

These criteria will be assessed at the application and interview stage

- Commitment to own personal development including attending training activities offered by the school to further knowledge
- Commitment to maintain confidentiality on all school matters
- Willingness to work across the school as part of the school team in all years and subjects as required
- Able to demonstrate resilience
- Able to demonstrate commitment to the ethos of the school
- Empathetic
- Polite and professional manner
- Positive approach

**Date (drawn up): February 2022**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 11946**

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No