



## **Overstone Combined School Teaching Assistant Job Description**

**Job Title:** Teaching Assistant  
**Reporting To:** Headteacher  
**Overall purpose:** To support the learning of children under the direction of the class teacher

This job description describes the normal duties which the post-holder will be expected to undertake however the duties may vary or be amended dependent upon the needs of the school.

### **Principle Duties:**

- Support the aims and ethos of the school
- Assist in the educational and social development of pupils (whole class, small groups or individually) under the direction and guidance of the Class Teacher.
- Support pupils with their reading
- Assist in the implementation of SEND support plans for pupils and help monitor their progress.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist class teachers with maintaining pupil records.
- Support pupils with emotional or behavioural problems and help develop their social skills.

### **Administrative duties**

- Prepare and present displays of pupils' work.
- Support the class teachers in photocopying, checking books, changing reading books, and other tasks in order to support teaching.
- Undertake other duties from time to time as requested.

### **Standards and quality assurance**

- To gain an understanding of the requirements of the National Curriculum programmes of study to better assist the class teacher in their work.
- Set a good example in terms of dress, punctuality and attendance.
- Attend staff meetings, teacher training days, and training courses when requested.
- Cascade knowledge and information from courses/CPD to other TA's.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Assist with the arrangements for pupils' performances and other School events.
- Maintain knowledge of school policies and working practices and be aware of the functions of the Governing Body
- Prepare for and attend annual performance management meetings
- Attend appropriate CPD training and report on the training impact in the classroom.

### **Other duties and responsibilities**

- Keep up to date with any Basic First Aid and Health and Safety and Child Protection training and be aware of the responsibility for your own personal Health, Safety and Welfare and that of others.
- Assist teachers on playground duty as required, including the administration of First Aid.



## **Overstone Combined School Teaching Assistant Person Specification**

**Job Title:** Teaching Assistant

### **Essential**

- Possess GCSE grades 9-4 (A\*- C) including English and Mathematics or equivalent qualification.
- Possess excellent written and verbal communication skills and with regard to pupils possess the ability to:
  1. Motivate and encourage pupils;
  2. Clarify and simplify instructions (if required).
- Positive and enthusiastic and pro-active manner
- Ability to undertake routine administrative duties
- Ability to organise and focus pupils
- Ability to supervise pupils and ensure their safety
- Ability to lead games and activities
- Be well organised
- Possess a calm and positive manner
- Effective team member able to take part in discussions in a professional way
- Good ICT skills, particularly using ICT to support learning
- Ability to manage and motivate oneself and work well under the direction
- Ability to work neatly and accurately.
- Flexible approach and an ability to respond to changes in circumstances
- Empathy with children and young people

### **Desirable**

- Experience of working with primary age pupils in a supervisory role.
- Experience of assisting in the creation of a visually appealing and supportive learning environment which stimulates, maintains and develops lively enquiring minds.
- Experience of using variety of strategies to motivate and focus pupil learning
- Experience of supporting pupils with SEND and implementing specialist advice as appropriate.
- An understanding of the requirements of the National Curriculum at primary level.

**This post requires a DBS check as it is classed as regulated activity. An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment.**