Southway Junior School
Southway
Burgess Hill
West Sussex
RH15 9SU

Headteacher: Mr P Newbold

Tel. 01444 233824
Fax. 01444 230053
email: office@southway.w-sussex.sch.uk
website: www.southway.w-sussex.sch.uk

Job Description
Teaching Assistant

Reports to: SENCo (Special Educational Needs Co-ordinator)
Hours: 26 hrs 15 mins (8:15am - 3:15pm Monday to Friday / Term Time only)
Grade: 3

Main tasks/duties/responsibilities

- To provide support for the pupils in school
- To provide support for the teachers
- To provide support for the curriculum
- To provide support for the school

The following are taken from the Supporting Teaching & Learning National Occupational Standards

Core standards

- STL3 – Help keep children safe
- STL8 – Use information and communication technology to support pupils' learning
- STL18 – Support pupils' learning activities
- STL20 – Develop and promote positive relationships
- STL23 – Plan, deliver and evaluate teaching and learning activities under the direction of a teacher
- STL24 – Contribute to the planning and evaluation of teaching and learning activities
- STL25 – Support literacy development
- STL26 – Support numeracy development

Essential standards

- STL7 – Support the use of information and communication technology for teaching and learning
- STL9 – Observe and report on pupil performance
- STL12 – Support a child with disabilities or special educational needs
- STL16 – Provide displays
- STL19 – Promote positive behaviour
- STL21 – Support the development and effectiveness of work teams
- STL22 – Reflect on and develop practice
- STL28 – Support teaching and learning in a curriculum area
- STL29 – Observe and promote pupil performance and development
- STL30 – Contribute to assessment for learning
- STL31 – Prepare and maintain the learning environment
- STL33 – Provide literacy and numeracy support to enable pupils to access the wider curriculum
- STL37 – Contribute to the prevention and management of challenging behaviour in children and young people

- STL55 – Contribute to maintaining pupil records
- STL59 – Escort and supervise pupils on educational visits and out-of-school activities
- STL62 – Develop and maintain working relationships with other practitioners

Occasional activities to the role

- STL13 – Contribute to moving and handling individuals
- STL34 – Support gifted and talented pupils
- STL35 – Support bilingual / multilingual pupils
- STL39 – Support pupils with communication and interaction needs
- STL40 – Support pupils with cognition and learning needs
- STL41 – Support pupils with behaviour, emotional and social development needs
- STL42 – Support pupils with sensory and / or physical needs
- STL43 – Assist in the administration of medication
- STL44 – Work with children and young people with additional requirements to meet their personal support needs
- STL56 – Monitor and maintain curriculum resources
- STL58 – Organise and supervise travel
- STL60 – Liaise with parents, carers and families
- STL61 – Provide information to aid policy formation and the improvement of practices and provision

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Person Specification

Qualifications and experience	Essential / Desirable
Good standard of education – GCSE or equivalent English and Maths Grade C or above	E
Confident and competent in English and Maths	E
Competent IT skills	E
Knowledge and awareness of issues and factors related to underachievement and carriers to learning and participation	E
Knowledge and understanding of Child Protection and Health & Safety practices and procedures	D
Hold a relevant Teaching Assistant qualification	D
Completed 1 day Emergency First Aid at Work qualification	D
Skills and abilities	
Confidence and ability to work with children across a wide range of subjects including up to Year 6 level	E
Able to work independently and from own initiative	E
Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents	E
Ability to engage and enthuse children in their learning	E
Understanding of and ability to maintain confidentiality	E
Creative, able to produce displays of children's work or to support learning	D
Personal Qualities	
Good people skills, demonstrating sensitivity, patience, tact and tolerance	E
Friendly, flexible, open and positive attitude and works well in a team	E
A keen interest in children and their teaching and learning	E
Commitment to a child-centred approach, with high expectations of self and others	E
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Hard-working, conscientious, well organised and enthusiastic	E
Able to demonstrate a commitment to equal opportunities	D
Safeguarding	
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: ➢ Motivation to work with children and young people ➢ Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E