



WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	Teaching Assistant
School:	The Colleton Primary
Reports To:	Team Leader
Grade:	4
Employment Status:	
Hours of Work:	
Job Purpose. To facilitate learning by supporting the needs of classes, individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils' achievement.	
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.	
Organisation Chart: <div style="text-align: center;"><pre>graph TD; A[Headteacher] --> B[Team Leader]; B --> C[Teaching Assistant];</pre></div>	

<p>Main Tasks/Accountabilities:</p> <p>This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.</p>
Work with small groups, whole classes or individuals giving support for individual curriculum programmes and well-being support as needed. Lead and plan work for small groups to meet objectives set by teachers.
Work with the SEN Co-ordinator and pupils' EHCPs to deliver specific programmes. Assess, monitor and report progress.
Support pupils with EAL. Undertake planning and research, implement programmes, assess and feedback to the teachers.
Liaise with external professionals and feedback recommendations.
Aid the teacher in classroom discipline reinforcing the school's standards of behaviour and values. Manage behaviour of individual children using team teach techniques when required.
Support the teacher with whole class use of IT and support individual children.
Take part in teaching inputs to ensure that the correct methods and techniques are modelled when supporting individual pupils.
Continuously report back to teachers on pupil progress and areas of concern.
Liaise with teachers on a daily basis to discuss class tasks; carry out tasks set by teachers
Undertake marking and target setting for spellings, time tables and maths.
Use technology to prepare lists, worksheets and carry out general administration tasks. Maintain class records at the request of the teacher.
Prepare and organise classroom and educational materials and equipment, including displays. Take responsibility for tidiness within the classroom
Administer First Aid and medical routines with appropriate training. Support children who are unwell and clear up when required.
Supervise the playground at lunchtime or break time if required
Take registers and supervise pupils and the start and end of the day if required
Take responsibility for planning and carrying out small group activities such as Smartmoves
Attend and contribute to weekly team meetings
Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications

- NVQ Level 3
- Minimum expected standard GCSE English and Mathematics (written and spoken)

Skills/Abilities.

- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team working environment and also able to work independently
- Excellent communication and interpersonal skills
- Confidentiality at all times
- Good organisational skills
- Secure IT skills

Experience

- At least 1 or 2 years' experience of working with children.

Personal Qualities:

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils' needs
- A sense of responsibility and discretion
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important
- Resilient
- Quick learner

Special Factors:

- Needs to work flexibly to accommodate educational trips (may include residential)
- Responsibility for first aid if required