



WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	Teaching Assistant	Job Ref:	SCH 123				
School:	St Nicholas CE Primary School	Salary:	TBC				
Reports To:	Class Teacher						
Grade:	3						
Employment Status: Fixed term 17.5 hours per week							
Hours of Work: Mon to Fri - 8:30am to 12noon (hours may be flexible)							
Job Purpose: To facilitate learning by supporting the needs of 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;"><table border="1" style="margin: auto;"><tr><td>Headteacher</td></tr><tr><td>Deputy Headteacher</td></tr><tr><td>Classroom Teacher</td></tr><tr><td>EYFS and TA's</td></tr></table></div>				Headteacher	Deputy Headteacher	Classroom Teacher	EYFS and TA's
Headteacher							
Deputy Headteacher							
Classroom Teacher							
EYFS and TA's							

Scope**Financial Accountabilities**

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

Summary of Main Contacts.

- Teachers
- Pupils
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities	Approx% of working time spent
1. Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills e.g. preparation for PE	
2. To work with the SEN/Subject co-ordinator and help deliver the specific programmes e.g. PAT to small groups of children	
3. To aid the teacher in classroom discipline reinforcing the teacher's standards of behaviour and tidiness within the classroom	
4. Work with and supervise small groups of children using ICT equipment/software	
5. Accompanying groups or individuals around school e.g. library	
6. Regularly report back to the teacher on pupil's progress and areas of concern	
7. Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher	
8. Prepare class lists, worksheets and carry out general examination administration tasks and maintain class records at the request of the class teacher	
9. Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment	
10. Collect and record payments of pupil's monies e.g. lunch, school trips and assist with classroom administrative tasks e.g. photocopying, filing	
11. First Aid and/or lunchtime/break time playground supervision if required	
12. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate)	
	100%

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.

<p>Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.</p> <ul style="list-style-type: none">▪ NVQ Level 2 / CACHE Level 2 Certificate or equivalent▪ Good standard of general education e.g. GCSE English, Mathematics and Science▪ High standard of spoken and written English
<p>Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.</p> <ul style="list-style-type: none">▪ 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
<p>Experience: type, level and length. 1- 2 years experience of working with children in a school setting is preferable</p>
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none">▪ Calm under pressure, adaptable and energetic▪ A caring and positive attitude▪ A good listener and sensitive to pupils needs▪ A sense of responsibility▪ Positive behaviour management▪ A good sense of humour▪ Flexibility and use of initiative is very important
<p>Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc</p> <p>Needs to work flexibly to accommodate educational trips (may include residential) Responsibility for first aid if required</p>