



## EAST SUSSEX COUNTY COUNCIL

### Job Description

|                                 |   |
|---------------------------------|---|
| <b>DEPARTMENT:</b>              | Schools   |
| <b>LOCATION:</b>                | East Hoathly CE Primary School  |
| <b>JOB TITLE:</b>               | Teaching Assistant (2)  |
| <b>GRADE:</b>                   | East Sussex Single Status 3   |
| <b>RESPONSIBLE TO:</b>          | Executive Headteacher/Class Teacher   |
| <b>MAIN PURPOSE OF THE JOB:</b> | To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs. |

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#### KEY TASKS

- 1 To aid pupils to learn as effectively as possible both in group situations and on his/her own.
- 2 To establish supportive relationships with the pupil(s) concerned
- 3 To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- 4 Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self reliance and self esteem, including marking children's work
- 5 To support the pupil(s) in developing social skills both in and out of the Classroom
- 6 To support the use of ICT in learning activities
- 7 Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

- 8 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- 9 To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
- 10 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- 11 To take part in training activities offered by the school and the county to further knowledge (within employed hours)
- 12 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- 13 To accompany teacher and pupils on educational visits
- 14 To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy.

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.



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### Person Specification

**Post Title: Teaching Assistant (2)**

**Location: Countywide**

**Grade: Single Status 3**

|                                   | Essential Criteria   | Desirable Criteria | Method of Assessment/<br>Source of Information                             |
|-----------------------------------|--|--------------------|--|
| <b>Key Skills &amp; Abilities</b> | <ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on</li> </ul> |                    | <ul style="list-style-type: none"> <li>• Application /Interview</li> </ul> |

|  |  |  |  |
|--|--|--|--|
|  | <p>task</p> <ul style="list-style-type: none"> <li>• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher</li> <li>• Ability to offer constructive feedback to pupils to reinforce self-esteem</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</li> </ul> |  |  |
| <p><b>Education &amp; Qualifications</b></p> | <ul style="list-style-type: none"> <li>• A good standard of education particularly</li> </ul>  | <ul style="list-style-type: none"> <li>• NVQ Level 2 for Teaching</li> </ul> | <ul style="list-style-type: none"> <li>• Application /Interview</li> </ul> |

|                            | in English and Mathematics   | Assistants or equivalent  |  |
|----------------------------|--|---|--|
| <b>Knowledge</b>           | <ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>• Knowledge of SEN Code of Practice</li> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li> </ul> | <ul style="list-style-type: none"> <li>• Where appropriate, to know and apply positive handling techniques</li> </ul> | <ul style="list-style-type: none"> <li>• Application /Interview</li> </ul> |
| <b>Experience</b>          | <ul style="list-style-type: none"> <li>• Experience of supporting children in a classroom environment, including those with special educational needs</li> <li>• Experience of using Information Technology to support pupils in the classroom</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Application /Interview</li> </ul> |
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Application /Interview</li> </ul> |

**Date (drawn up): November 2009**

**Reference of Officer(s) drawing up person specifications: JM**



## EAST SUSSEX COUNTY COUNCIL

### 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 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.

|   |                          |
|---|--------------------------|
| Using display screen equipment          | X                        |
| Working with children/vulnerable adults | <input type="checkbox"/> |
| Moving & handling operations            | <input type="checkbox"/> |
| Occupational Driving                    | <input type="checkbox"/> |
| Lone Working                            | <input type="checkbox"/> |
| Working at height                       | <input type="checkbox"/> |
| Shift / night work                      | <input type="checkbox"/> |
| Working with hazardous substances       | <input type="checkbox"/> |
| Using power tools                       | <input type="checkbox"/> |
| Exposure to noise and /or vibration     | <input type="checkbox"/> |
| Food handling                           | <input type="checkbox"/> |
| Exposure to blood /body fluids          | <input type="checkbox"/> |