



## **WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant	<b>Job Ref:</b>	LLTA0922
<b>School:</b>	Lambs Lane Primary School	<b>Salary:</b>	£23,500 to £23,893 Pro Rata
<b>Reports To:</b>	Sharon Finn - Headteacher		
<b>Grade:</b>	3 SCP 5 - 6		
<b>Employment Status:</b>  Fixed Term until 31/08/2025			
<b>Hours of Work:</b>  Monday to Friday 8.50am to 15.40pm, term time only. 31 Hours & 40 Minutes per week, this will include a half an hour lunch.			
<b>Job Purpose:</b>  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			
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community			

### **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**

**This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required**

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
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. Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment
9. Collect and record payments of pupil's monies e.g. lunch, school trips and assist with classroom administrative tasks e.g. photocopying, filing
10. First Aid and/or lunchtime/break time playground supervision if required

# 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 2 / CACHE Level 2 Certificate or equivalent
- Good standard of general education e.g. GCSE English, Mathematics and Science

## **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
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

## **Experience:**

Some experience of working with children and particularly children with special educational needs is desirable.

## **Personal Qualities:**

- Calm under pressure, adaptable and energetic
- Resilient and able to manage stressful situations
- A caring and positive attitude
- A good listener and sensitive to pupil's needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important

## **Special Factors:**

- Responsibility for first aid if required