



Shinfield St. Mary's C.E. (VA) Junior School

Chestnut Crescent, Shinfield, Reading, RG2 9EJ

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Headteacher: Mrs. Philippa Healy

'As I have loved you, so you must love one another.' John 13, 34



Teaching Assistant – Job Description

Shinfield St Mary's CE Junior School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Grade 3, scp 5-6

Reporting to: Year Leader, Headteacher, or School Business Manager

Main Purpose:

The Teaching Assistant will:

- support the class teacher in providing high quality Teaching and Learning that meets the needs of all pupils
- work with small groups, whole classes or individuals giving support as needed
- provide well-being support to pupils as needed

Duties and responsibilities:

- supporting children of all abilities, including those with SEND, with focussed learning
- assisting the teacher with the implementation and monitoring of any SEND support plans or provision maps
- ensure all interactions with children are nurturing, in line with the school's ethos and values
- liaising with the class teacher on a daily basis to discuss class planning and preparation developing an understanding of children's learning in order to support next steps, ensuring enough challenge is provided
- aiding the teacher in classroom discipline reinforcing the school's standards of behaviour and values
- carry out general administration tasks, as required eg preparation of classroom materials, organise classroom supplies, replenishing display boards etc.
- administer first aid and medical routines, with appropriate training
- establish productive working relationships with pupils, acting as a role model and setting high expectations
- supporting the teacher with providing feedback where appropriate
- with agreement, cover classes for PPA and in the case of teacher absence (paid at HLTA rate)

Whole-school organisation, strategy and development

- Support the implementation the school's policies, practices and procedures, as per the school's vision and values
- Make a positive contribution to the ethos of the school

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

- Adhere to Health and Safety protocols across all activities

Professional development

- Take part in the school's appraisal procedures
- Take attend and contribute to staff training, meetings, school educational trips and special occasions in the school's annual calendar (as appropriate)

Personal and professional conduct

- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Develop effective professional relationships with colleagues

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • A good standard of literacy and numeracy skills • Experience of working with primary aged children 	<ul style="list-style-type: none"> • A relevant qualification in basic skills Childcare and/or Education e.g. NVQ • Safeguarding and Prevent training • Employment in an educational environment
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication and organisational skills • Confidentiality at all times • Ability to work independently and within a team • Good IT skills 	<ul style="list-style-type: none"> • Knowledge of the national school curriculum • The roles played by various adults in a child's education • Positive behaviour strategies • An understanding of how children learn
Personal Qualities	<ul style="list-style-type: none"> • Flexibility and use of initiative • High expectations for all pupils and belief in bringing out the best in all • Commitment to upholding and promoting the ethos and values of the school • Commitment to equity • Act with integrity, honesty, loyalty and fairness 	

Last review date: October 2024

Next review date: October 2026