

JOB OUTLINE	
<b>Job Title:</b>	Teaching Assistant
<b>Grade:</b>	3
<b>Location:</b>	Grange Community Nursery and Primary School
<b>Responsible to:</b>	Head of School
<b>Job Purpose:</b>	<b>The main objectives to be achieved by the post holder</b>
	<ul style="list-style-type: none"> <li>• Under the direct supervision of the teacher or other staff, assist individual or groups of pupils in the classroom and ensure their safety and wellbeing.</li> <li>• Support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.</li> <li>• Being aware of issues around pupil progress and achievement and reporting to the teacher as agreed.</li> <li>• Establishing good relationships with pupils and acting as a role model.</li> <li>• Assist with the escorting of pupils on educational and recreational visits.</li> <li>• Relay pupil care information to teaching staff for updating of schools records.</li> <li>• Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.</li> <li>• Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.</li> <li>• Attend staff and other meetings and participate in staff training development work and staff reviews as required.</li> <li>• Attend to the personal, social and physical needs of pupils.</li> </ul>
<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b>  Relevant Child Care qualification (or equivalent)	E	A/I
<b>Experience</b>  Experience of working with or caring for children of relevant age Experience of undertaking classroom tasks	E D	A/I/R
<b>Knowledge/skills/abilities</b>  Ability to relate well to children Ability to keep records and undertake necessary administration Ability to work as part of a team Ability to manage resources Good communication skills (oral and written) Good numeracy and literacy skills Ability to maintain confidentiality Basic knowledge of First Aid Ability to make effective use of ICT (e.g. Word, Excel) Flexible attitude to work Knowledge of safeguarding requirements Knowledge of Early Years Foundation Stage	E  E E E E E D E D E E D	A/I/R
<b>Other</b>  Commitment to Equality and Diversity Commitment to Health and Safety	E E	A/I/R