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## TEACHING ASSISTANT JOB DESCRIPTION

### Job Details

<b>Job Title:</b>	Teaching Assistant
<b>Reports to:</b>	The Head
<b>Hours:</b>	
<b>Contract type:</b>	Full-time/Part-time/Fixed term/Permanent
<b>Salary:</b>	£22,000

### About the Role:

As a Teaching Assistant, you'll play a vital role in supporting our teachers and helping our pupils achieve their potential. You will assist with lesson preparation, provide support to individual pupils, and contribute to creating a positive and inclusive learning environment.

### Key Responsibilities:

- Provide one-to-one support for pupils who require additional help
- Support the classroom teacher in delivering high-quality education to pupils
- Assist with the planning and preparation of learning materials
- Supervise and provide learning support for pupils with or without special needs
- Report on the development, progress and attainment of children to the class teacher
- Supervise and ensure the safety of pupils during break times and excursions
- Help maintain a positive and inclusive classroom environment
- Create and maintain an orderly and supportive environment, undertaking administrative tasks as needed
- Prepare resources required for learning activities and assist pupils in their use

### Possible Extra Responsibilities

- Help run the school's social media account/s by taking photographs and scheduling posts (Instagram, Facebook and LinkedIn)
- Help facilitate the running of the morning and afternoon club

### Whole School Team

- Support and uphold all the school's policies as laid out in the school policy documents
- Safeguard the health and safety of yourself and others in accordance with the school's Health and Safety Policy
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole

- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunities policy
- Follow the school's child protection policies and procedures
- Help to maintain a tidy, organised and welcoming environment throughout the school

### **Professional development**

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Person Specification:**

### **Qualifications and Training:**

#### **Essential:**

- NVQ Level 3 in Childcare or equivalent qualification
- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths

#### **Desirable:**

- Experience in office administration work
- Level 2 Food Safety & Hygiene Certificate
- Paediatric First Aid Certificate

### **Experience:**

#### **Essential:**

- Previous experience working with children in a school setting
- Experience in planning and delivering learning activities

#### **Desirable:**

- Experience in office administration work
- Experience with social media

### **Skills and Knowledge:**

#### **Essentials:**

- Skills and expertise in understanding the needs of children
- Ability to build effective working relationships with children and adults
- Knowledge of how to help adapt and deliver support to meet individual needs
- Excellent literacy knowledge and skills
- Excellent verbal communication skills
- The ability to remain calm in stressful situations
- Understanding of the roles and responsibilities within the classroom and whole school context
- Strong communication and interpersonal skills
- Ability to work collaboratively with teachers and other staff members
- Basic IT skills

### **Personal Qualities:**

- Patience and enthusiasm for working with children
- Commitment to upholding the ethos and values of Dallington School
- Ability to maintain confidentiality
- Sensitivity and understanding, to help build good relationships with children
- Dedicated to safeguarding and promoting the welfare of children
- Hardworking, flexible and motivated
- Team player and excellent interpersonal skills
- Able to take the initiative

### **Safeguarding:**

Dallington School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.