



## Stockport Council Job Description

**Job Title:** Teaching Assistant KS2

**School:** St. Paul's CE Primary School

**Salary Grade:** Scale 3

**Post Reports to:** Headteacher/Phase Leader

**Post Responsible for:** No responsibility for staff

### Main Purpose of the Job:

To be responsible for promoting and safeguarding the welfare of children and young people within the school

To provide general assistance to teaching staff throughout the school

### SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

#### Major Duties and Responsibilities:

1. To work under the guidance of teaching / senior staff to implement agreed work programmes
2. To assist the teacher in the planning cycle and the management & preparation of resources
3. To provide support for teaching staff across the school in an appropriate learning environment
4. To assist with the integration of pupils with special educational needs and / or provide support to a small group or on an individual basis within the classroom or on a withdrawal basis
5. To be an integral part of the school, working in close partnership with all staff

#### Job Activities:

##### Planning

1. To assist with the development and implementation of school based plans
2. To work with the teacher in lesson planning, evaluating and adjusting lessons /work plans as appropriate

##### Monitoring and Assessment

3. To provide feedback to pupils in relation to progress and achievement
4. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

5. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems /records as requested
6. To undertake marking of pupils' work and accurately record achievement /progress
7. To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and to participate in feedback sessions or meetings with parents with or as directed

### **Teaching and Learning**

8. To implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses /needs
9. To implement local and national learning strategies e.g. literacy, numeracy, early years and to make effective use of opportunities provided by other learning activities to support the development of relevant skills
10. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
11. To help pupils to access learning activities through specialist support
12. To administer and assess routine tests and invigilate exams/tests

### **General**

13. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
14. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
15. To provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Stockport Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for this post.



## Stockport Council Competency Person Specification

### Post Title: Teaching Assistant Scale 3

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Knowledge:						
An understanding of classroom roles and responsibilities						Essential
Knowledge of relevant policies and codes of practice and awareness of relevant legislation as it relates to schools and pupils						Essential
Experience:						
Experience of working with relevant age groups within a learning environment.						Essential
Experience of general clerical/ administrative work						Essential
Experience of developing and maintaining positive working relationships						Essential
Experience in a relevant discipline						Essential
Skills:						
Ability to work well as part of a team, developing and maintaining positive working relationships with other team members						Essential
Ability to provide excellent customer service						Essential
Ability to relate well to children and adults						Essential
Ability to provide necessary personal care to children						Essential
Ability and willingness to participate in training						Essential
Ability to communicate effectively face to face, by telephone or written word with a diverse range of people						Essential
Ability to make effective use of ICT and other technology						Essential

Ability to contribute to the continual improvement of teaching and learning						<b>Essential</b>
Ability to achieve personal objectives on time and to the agreed standard whilst having consideration to the effect on others						<b>Essential</b>
Ability to take responsibility for the development and learning of self and others						<b>Essential</b>
Ability to observe, monitor and provide constructive feedback on pupils' progress						<b>Essential</b>
Ability to understand the principles of child development and learning processes and in particular barriers to learning						<b>Essential</b>
Ability to converse at ease with customers and provide advice in accurate spoken English						<b>Essential</b>
<b>Education and Qualifications:</b>						
Numeracy and Literacy Skills at an appropriate level : GCSE or equivalent						<b>Essential</b>
Training in relevant strategies in appropriate curriculum or learning area						<b>Essential</b>
Ability and willingness to identify own training needs, to participate in training and to evaluate own learning						<b>Essential</b>
<b>Work related Commitments:</b>						
Understands and actively supports Stockport Council's diversity and equality policy.						<b>Essential</b>
Ability and willingness to meet Stockport Council's standard of attendance.						<b>Essential</b>
Willingness to be flexible in a changing environment						<b>Essential</b>

### Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 - Exceptional