Warwick Bridge Primary School
Teaching Assistant (Y6) Job Description and Person Specification

Scale: PCD5 £25183 per annum pro rata (FTE) term time only plus 1 week INSET

Post: Fixed Term - Part Time Teaching Assistant (16.25hpw Monday-Friday 8.45am-12noon) - fixed term from Monday 3rd March 2025 to Friday 18th July 2025.

Scale: PCD5 £25183 per annum pro rata (FTE) term time only plus 1 week INSET

Responsible to: The Head Teacher and the Governing Board of the school.

Job Purpose
- Support SEN pupils both in and out of the classroom
- Support children in their educational and social development
- Provide extra support for children in relation to their special educational needs

Main Duties/Responsibilities

General Duties

- Support children in all areas of the curriculum and at times on an individual basis
- Support children who need extra help to complete tasks
- Give extra support to children with special educational needs
- Help the teacher develop learning programmes and activities and adapt appropriate materials for individuals and groups
- Prepare resources for lessons and practise good housekeeping to ensure the resources remain in good order
- Support the teacher in managing behaviour
- Take part in training, meetings and reviews
- Create displays from pupils' work

Pupil Support

- Develop knowledge of the learning support needs of pupils

- Undertake structured and agreed learning activities/teaching programmes, adjusting according to pupil responses.
- Support the use of IT in learning activities
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/learning activities to support the delivery of an enriched curriculum.
- Help out with school events, trips, lunches and other activities.
- For the children you are supporting:
    - Clarity and explain instructions
    - Aid their learning effectively
    - Ensure they are able to use any equipment and materials
    - Assist them in areas such as, language, behaviour and social skills
    - Assist with the development and implementation of EHC plans.

Warwick Bridge Primary School
Person Specification

Level 3 Teaching Assistant

	Essential	Desirable
Qualifications and experience	NVQ Level 3 Qualification or equivalent. GCSE, or equivalent, in English and Mathematics Experience working with children in a school setting Experience working with children with specific social and emotional needs.	Experience in a SEND setting Experience working with families. Can communicate using Makaton signing
Knowledge and understanding	The Level 3 TA should have knowledge and understanding of: the National Curriculum structure; support mechanisms for teaching staff; behaviour-management strategies;	In addition, the Level 3 TA might also have knowledge and understanding of: • the different ways in which children learn; • the issues related to disadvantaged sections of the community. Ability to cope with many roles/responsibilities Understanding of the importance of parental involvement.

	have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality.	
Skills	The Level 3 TA will be able to: contribute to a range of teaching, learning and pastoral activities; plan, monitor and assess; take responsibility, with minimum supervision, for delivering work programmes over an extended period to a child with different needs; demonstrate good communication skills both written and spoken; demonstrate good IT skills; willingness to participate in INSET days and attend courses for their own professional development; work independently and as part of a team.	In addition, the Level 3 TA might also be able to: have the ability to work effectively and network with a wide variety of support services; hold up-to-date first aid training
Personal characteristics	Calm under pressure. Maintains confidentiality. Enthusiastic. Ability to adapt to a variety of situations. Shows initiative.	