

## Role Profile: Primary Teaching Assistant

### Purpose

To assist the teacher in an effective manner and ensure the pupils in your care achieve their potential.

### Key Accountabilities

#### 1. Planning and Teaching Support

- To assist in the implementation and delivery of an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the EYFS/National Curriculum requirements and in line with the curriculum policies of the school.
- To provide support to plan work, differentiated where appropriate, to meet the needs of individuals and groups so as to ensure continuity, progression and quality of learning.
- To take responsibility for implementing specific pre-planned activities.
- To help the teacher in the implementation of a purposeful learning environment and educational experiences which provide pupils with the opportunity to fulfil their potential.
- To maintain an orderly working environment, sharing responsibility for care and maintenance of resources and equipment.

#### 2. Monitoring and guiding

- To monitor and assess pupils in order to inform the teacher for future learning improvement.
- To observe and assess pupils' progress and to report on achievement in line with school policy.
- To supervise groups of children on activities both in and out of the classroom.
- To undertake lunchtime and playground duties.
- To provide records, information, reports as required by the school including accurate attendance.

#### 3. Other responsibilities

- To participate in the school's staff development programme.
- To engage actively with the school's performance management programme.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To attend open evenings and meet with parents if needed.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills.</li> <li>• Ability to work in a team.</li> <li>• Ability to manage change sensitively and effectively.</li> <li>• Initiative and passions.</li> <li>• Excellent classroom assisting skills and ability to follow the school's standards of academic achievement of all pupils.</li> <li>• Clear understanding of effective teaching, learning and assessment techniques to support the teacher.</li> <li>• An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures.</li> <li>• You still love working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Spanish is desirable.</li> </ul>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Relevant qualification, preferably international, in education or childcare desirable.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Some experience in the UK would be useful but not essential.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• High English level essential.</li> <li>• A curiosity towards and natural tolerance of lifestyles and languages different to your own is essential.</li> </ul>	

## **Key Stakeholders:**

**Internal – Pupils, Colleagues, Heads and Support Staff**

**External – Parents, Families and 3<sup>rd</sup> parties**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

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To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....