



## Job Description: KS2 Teaching Assistant

Trekkenner CP School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

As a Teaching/Learning Support Assistant at Trekkenner Primary School you will be required to follow school policies and the staff code of conduct.

### Job details

**Job title:** KS2 Teaching Assistant      **Responsible to:** KS2 Teacher/Headteacher      **Hours:** 13.75pw/39 weeks

**Salary:** Cornwall Council Grade 1 £ 23,656pa (pro rata)

**Contract type:** term-time only, fixed term until 31<sup>st</sup> August 2026 [contract likely to continue beyond this but hours may change depending on pupil numbers]

**Responsible for:** Supporting class teacher and learning of pupils in mixed-age [whole KS2] class.

### Main purpose

As an SEND Support Assistant you will:

- Work with the headteacher, class teachers and other support staff to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

### Duties and responsibilities

#### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### Planning and Record Keeping

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

## **Working with staff, parents/carers and relevant professionals**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents.
- Administer paediatric first aid [once trained]
- Ensure the classroom environment including corridors and cloakrooms [indoors and outdoors] are kept tidy and free of clutter.

## **Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their 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 [performance management] procedures.

## **Other areas of responsibility**

### **Safeguarding**

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies and the staff code of conduct.

Report any concerns you may have about pupils and staff or other adults to the DSL/DDSL directly or through MyConcern/Confide.

Promote the safeguarding of all pupils in the school through supervising, caring for and protecting the children in the pre-school and school from dangerous or harmful situations and enhancing their general health and well-being.

Follow the school's Acceptable Use of Technology Policy regarding the use of personal and mobile devices in school.

Please note, this is illustrative of the general nature and level of responsibility of the role. The Pre-school manager may be asked to undertake other reasonable duties as deemed necessary by the class teacher or the Headteacher

## Person specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications and training</b>	GCSEs or equivalent including at least a Grade 4 (Grade C) in English and Maths First-aid training, or willingness to complete it	A genuine interest in working with young children and promoting their development Level 2 or 3 training in childcare/child development or any other relevant areas such as education	<b>Application</b>
<b>Experience</b>	Experience of working as part of a team. .	Experience working in a school environment or other educational setting. Experience of working with children or young people in a setting other than education. Experience planning delivering learning activities	<b>Application</b>  Interview
<b>Skills and knowledge</b>	Excellent verbal communication skills Active listening skills Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Understanding of safeguarding responsibilities for staff in schools The ability to remain calm in stressful situations	Good ICT skills, particularly using ICT to support learning  An understanding of inclusion and its importance in promoting children's well being and achievement in school.	<b>Application</b>  <b>Interview</b>
<b>Personal qualities</b>	Enjoyment of working with children and appreciation of 'the whole child' Ability to build good relationships with pupils. A commitment to getting the best outcomes for all pupils and promoting the inclusive ethos of the school. Commitment to maintaining confidentiality at all times. Commitment to safeguarding pupils' wellbeing and equality. Resilient, positive, forward-looking and enthusiastic about making a difference		<b>Interview</b>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 23-05-2025

**Next Review Date:** September 2026

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_