



Charlton Primary School

Job Description

Job Title	Teaching Assistant – general classroom support plus individual/group catch up
Grade	4
Reporting to	SENCO/Inclusion lead
Hours per week	Up to 30
Hours of Work	To be confirmed with the Line Manager

Purpose of the Job:

We are looking to appoint an experienced, enthusiastic and talented Teaching Assistant. You will work with dedicated teachers to meet the learning needs of our wonderful children across Early Years, KS1 or KS2. As well as general classroom learning support you will also be expected to deliver specific Maths/English catch up interventions to targeted children, either 1:1 or in small groups, in order to raise attainment in core subject areas following the extended period of school closure.

Duties:

The post holder will work with children from Early Years, Key Stage 1 and Key Stage 2 classes, falling under the line management of the SENCo. The role will involve planning and implementing a series of targeted interventions.

This post also includes a lunch duty.

Supporting the School

- To liaise and consult with teachers and other staff members as needed.
- To discharge all duties: early morning, break, lunch as directed.
- To contribute to reviews of pupils' progress
- To attend relevant staff meetings and in-service training after school or whole school inset days as and when required.
- To maintain an up to date awareness of school policies and procedures.
- To maintain confidentiality at all times.
- To maintain a good working relationship
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns.
- To comply with Health and Safety requirements.
- To promote Charlton's values
- To be prepared to undertake First Aid training if required.

SELECTION CRITERIA:

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none"> • 5 A*-Cs at GCSE including English and Mathematics or equivalent experience / training. • Willing to undertake relevant training, to learn new skills and update existing knowledge, skills and understanding 	<ul style="list-style-type: none"> • Other training and qualifications appropriate and transferable to this role.
Experience	<ul style="list-style-type: none"> • Positive working relationships with colleagues 	<ul style="list-style-type: none"> • Experience of working with children and young people successfully between the ages of 4 and 11 within a school setting. • Experience working

		<p>with children who have specific and individual needs.</p> <ul style="list-style-type: none"> • Experience delivering targeted learning support • Experience working with children who display challenging behaviour.
Skills and Aptitudes	<ul style="list-style-type: none"> • Good communication and IT skills. • A high level of energy and resilience • Ability to work calmly and deliver in challenging circumstances • Excellent record of attendance • Ability to recognise and respect confidentiality • Ability to work under pressure, prioritise tasks and work to deadlines • Ability to multi-task 	<ul style="list-style-type: none"> • A passion for improving the educational engagement of children.
Personal Qualities	<ul style="list-style-type: none"> • Able to relate to children between the ages of 4 and 11 • Use of initiative. • Calm, flexible and resourceful. • Ability to work as part of a team. • Professional approach to work. 	

Charlton is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.