



St. John's C.E. Primary School, Blackpool  
Person Specification – Temporary Teaching  
Assistant TA2

St. John's C.E. Primary School:

- ◆ Popular, oversubscribed school.
- ◆ High quality teaching and learning.
- ◆ Strong, supportive staff team.
- ◆ "Quite unique" family atmosphere.
- ◆ Challenging town centre location.
- ◆ Motivated and experienced Governing body.

We are looking for:

Training and Qualifications

|   | Essential/<br>Desirable | Evidence |
|---|-------------------------|----------|
| NTA Level 2 or equivalent recognised child care qualification | E                       |          |
| Willingness to work toward achieving NTA Level 3              | E                       |          |

Experience

|   | Essential/<br>Desirable | Evidence |
|---|-------------------------|----------|
| Working with small groups in a school setting | E                       |          |
| Working with Primary aged children            | E                       |          |

Professional Knowledge and Understanding

Candidates should have a good knowledge of the following areas relevant to primary aged pupils.

|  | Essential/<br>Desirable | Evidence |
|--|-------------------------|----------|
| Pupils' educational development            | E                       |          |
| Curriculum and assessment                  | E                       |          |
| Effective teaching and learning strategies | E                       |          |
| Strategies for behaviour management        | E                       |          |

## Personal Skills and Attributes

Candidates should be able to provide evidence that they have the necessary skills and attributes for this post.

|   | Essential/<br>Desirable | Evidence |
|---|-------------------------|----------|
| Communication Skills                      | E                       |          |
| Self-management and organisational skills | E                       |          |
| Self-confidence                           | E                       |          |
| Enthusiasm                                | E                       |          |
| Adaptability and flexibility              | E                       |          |
| Commitment                                | E                       |          |

## Application Form and Letter

The form should be fully completed and free from error. A brief letter should be included. As a church school all candidates are required to show a commitment to the development of the Christian character of the school, regardless of their own personal faith position.

## Confidential References and Reports

|   | Essential/<br>Desirable | Evidence |
|---|-------------------------|----------|
| Positive recommendation from current employer (if applicable) | E                       |          |
| Satisfactory health and attendance record                     | E                       |          |

| Role Title   | Typically reports to |
|--|----------------------|
| <b>Teaching Assistant 2</b>  |                      |
| Information sources  | Date of profile      |
| Agreed by School Working Party   |                      |
| Purpose of the role (job statement)  |                      |
| To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan <sup>1</sup> . |                      |
| Responsibilities   |                      |
| Key duties:  |                      |
| 1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate   |                      |

<sup>1</sup>Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.

2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
6. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment
8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher
9. Share information about pupils with other staff, parents / carers, as appropriate
10. Understand and support independent learning and inclusion of all pupils as required.
11. Maintain confidentiality and adhere to safeguarding procedures
12. Demonstrate and adhere to the school's health and safety policies and procedures

Teaching Assistants in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual educational plans)
2. Support the work of volunteers and other teaching assistants in the classroom
3. Support the use of ICT in the curriculum
4. Assist with break-time supervision including facilitating games and activities
5. Invigilate exams and tests
6. Assist in escorting and supervising pupils on educational visits and out of school activities
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
8. Support children's learning through play
9. Support pupils in developing and implementing their own personal and social development
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Demonstrate own duties to new or less experienced staff

#### **Indicative knowledge, skills and experience**

- Level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.