

Job Description

Teaching Assistant

Main Purpose

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour management, to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils. Work may be carried out in the classroom or outside the main teaching area

Job Profile

Support for the Pupil

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Take into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by
 - Clarifying and explaining instructions
 - Ensuring the child is able to use equipment and materials provided
 - Assist in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation.
 - Help the pupils to concentrate on and finish work set
 - Developing appropriate resources to support pupils
 - Provide support inside and outside the classroom to enable pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- Provide clerical/administration support (e.g photocopying, typing, filing, collecting money etc)
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests and invigilate exams.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parent/carers.

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with school policies and procedures relating to safeguarding/child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Safeguarding

All staff are expected to have an understanding and adhere to the school's Safeguarding Policy (including Child Protection) and the document "Keeping Children Safe in Education" produced by the Department for Education.

At all times, carry out his/her responsibilities with due regard to the schools policies and procedures, for example Equal opportunities policy.

From time to time undertake to review the job description and alter it in accordance with the changing needs of the school. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time by a member of the Governing Body, SLT or the assistant business & finance manager.

This job description is relating to the present post holder. As with all job descriptions it is open for review and should be seen only as an indication of possible duties and not set in stone.

Signed:

Teaching Assistant		Date:	
Business & Finance Manager		Date:	

Person Specification

Teaching Assistant

Experience, Knowledge & Skills	E/D	Evidenced via
Knowledge of working with and/or caring for children within a specified age range and subject area	Essential	Application/Interview
Experience within educational setting	Desirable	Application/Interview
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	Essential	Application/Interview
Ability to build effective working relationships with all pupils and colleagues.	Essential	Application/Interview
Ability to promote a positive ethos and role model positive attributes	Essential	Application/Interview
Ability to work with children at all levels regardless of specific individual needs.	Essential	Application/Interview
Experience assisting pupils with developing core skills including literacy, numeracy, communication and social interaction.	Desirable	Application/Interview
Experience supporting pupils who require additional guidance to maintain focus, complete tasks and build independence	Desirable	Application/Interview
Ability to recognise when pupils may need emotional reassurance, and respond in a calm, supportive and professional manner.	Essential	Application/Interview
Awareness of safeguarding, child protection and confidentiality protocols, and the ability to follow them consistently.	Essential	Application/Interview
Ability to work effectively with teachers and other professionals to deliver agreed learning programmes and support strategies.	Essential	Application/Interview
Knowledge of behaviour management approaches that promote positive conduct and encourage pupils to take responsibility for their actions.	Desirable	Application/Interview

Personal Attribute	E/D	Evidenced via
Fully committed to the safeguarding and welfare of all pupils	Essential	Interview
A flexible approach to work	Essential	Interview
Reliability and professionalism	Essential	Interview
A strong commitment to maintaining confidentiality	Essential	Interview
Excellent communication manner	Essential	Interview
Ability to relate to children	Desirable	Interview
A proactive approach to tasks and	Essential	Interview
Tolerance, understanding, patience and humour	Essential	Interview
Excellent inter-personal skills and the ability to work effectively as part of a dedicated and collaborative staff team	Essential	Interview
High level of resilience and adaptability	Essential	Interview

IT Proficiency	E/D	Evidenced via
Competence in maintaining data quality across associated systems	Essential	Application/Interview
Ability to embrace and learn new IT Systems	Essential	Application/Interview
Ability to use a range of systems such as email and Microsoft Word	Desirable	Application/Interview
Ability to use ICT as a tool for learning	Essential	Application/Interview
Understanding of other basic technology – video, photocopier.	Essential	Application/Interview

Education, Qualifications and Training	E/D	Evidenced via
Qualified in Maths and English	Essential	Application/Checks
Willingness to participate in relevant training and development opportunities	Essential	Application/Interview
Willingness to undertake First Aid training if required	Essential	Application/Interview
Willingness to undertake NVQ training	Essential	Application/Interview
Willingness to engage in mandatory training	Essential	Application/Interview

Other	E/D	Evidenced via
Clear DBS Check	Essential	Checks