

Job Description



<u>POST:</u>	Teaching Assistant
<u>SALARY:</u>	Grade 4, Spinal Column Point 8 – 14 (£22,777 - £25,409)
<u>REPORTING TO:</u>	Senior Leadership
<u>RESPONSIBLE TO:</u>	Head of School

Purpose (Summary)

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Key Responsibilities

- Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Liaising sensitively and effectively with parents and carers with regards to their role in pupils' learning and respecting confidentiality.
- Use knowledge of age related expectations of pupils in the cycle of planning, being familiar with the main teaching methods and assessment framework in the relevant subjects.
- Establishing productive working relationships with pupils.
- Developing and implementing Individual Education Plans in partnership with teacher/SENCO.
- Promoting the inclusion and acceptance of all pupils within the classroom.
- Supporting pupils consistently whilst recognising and responding to their individual needs, encouraging interaction and cooperative work with others and engage all pupils in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Providing feedback to pupils in relation to progress and achievement.
- Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional and educational development.
- Taking an active role as appropriate to develop relevant multi-agency approaches to supporting pupils.
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- Organising and managing appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of pupils' needs and interests.

- Planning, preparing and delivering lessons for individual pupils, groups and whole classes (under the overall direction of the teacher).
- Monitoring and evaluating pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administering and assessing routine tests and invigilate exams/tests.
- Undertaking home visits.
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Facilitating smooth transition between educational phases.
- Production of lesson plans, worksheets, plans etc.
- Supporting pupils in their learning in all areas of the curriculum.
- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implementing local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Using ICT effectively to support learning activities and developing pupils' competence and independence in its use.
- Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advising on appropriate deployment and use of specialist aid/resources/equipment.
- Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff.
- Delivering out of school learning activities within guidelines established by the school.
- Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

General Responsibilities

- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

Continuing Professional Development

- To participate in the Schools Appraisal Scheme.
- To undertake any professional development necessary as identified in School Improvement Planning.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signature Date



Grade 4 Teaching Assistant Person Specification

Essential Desirable

Qualifications and Training			
1	Numeracy and Literacy equivalent to GCSE (A-C) or NVQ Level 2	✓	
2	NVQ level 3 for Teaching Assistants or equivalent qualification and experience	✓	
3	Paediatric First Aid Training		✓
4	Child Protection Training		✓
Knowledge			
5	Knowledge and understanding of the Primary National Curriculum and how to ensure children make good progress.	✓	
6	Understanding of child development, and learning processes including SEND	✓	
7	Knowledge of how to support independent learning.	✓	
8	Working knowledge of behaviour management strategies.	✓	
9	Knowledge of relevant policies, codes of practice and awareness of relevant legislation.	✓	
10	Understanding of Paediatric First Aid procedures.		✓
11	Understanding of the range of support services/providers /agencies and how they support children in school.	✓	
Experience			
12	Experience of working with children in a Primary School setting.	✓	
13	Experience of carrying out observations and assessments/record keeping for individuals and groups.	✓	
14	Experience of working with relevant learning strategies.	✓	
15	Experience of working with pupils with additional needs.	✓	
16	Experience of working with colleagues from external agencies.	✓	
17	Experience of contributing to care plans, EHCP's etc.	✓	
18	Experience of supporting children in a classroom environment.	✓	
19	Experience of establishing positive relationships with children and parents/carers.	✓	
20	Experience of covering classes for teaching staff for PPA or short term absence.	✓	
Skills			
21	Ability to relate well to children and adults.	✓	
22	Ability and willingness to work constructively as part of a team.	✓	
23	Ability to fulfil all spoken aspects of the role with confidence and accuracy through the use of English language.	✓	
24	Ability to record any observations etc. as required.	✓	
25	IT skills to support learning and maintain electronic information systems.	✓	
26	Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	✓	
27	Ability to organise learning activities and the environment.	✓	
28	Ability to follow instructions/planning as well as working independently.	✓	
29	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
30	Effective oral and written communication skills.	✓	
31	Excellent interpersonal skills both in working relationships with pupils and in forming effective professional relationships with a wide range of contacts.	✓	
32	Good organisational and time management skills.	✓	
33	Ability to deal with sensitive information in a confidential manner.	✓	

Personal Attributes

34	Tactful and diplomatic in all interpersonal relationships with the parents/carers, pupils, colleagues (both internal and external).	✓	
35	Self-motivated with personal drive to complete tasks to the required timescales and quality standards.	✓	
36	The flexibility to adapt to changing workload demands and new school challenges.	✓	
37	Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.	✓	
38	Commitment to the "can do" ethos of the School.	✓	
39	A positive attitude and commitment to equality.	✓	
40	Enthusiastic and caring with a good sense of humour.	✓	
41	Committed to safeguarding and promoting the welfare of children and young people on a daily basis.	✓	
42	Commitment to further training and continuing professional development.	✓	