

Job Description

Post Title: Teaching Assistant
Grade: Scale 4, point 18
Hours: up to 25 hours per week, term time only
Responsible to: The Headteacher

Purpose

To work under the direct instruction of a teaching/senior staff (eg SENCO), usually in the classroom with the teacher, to support access for learning pupils and provide general support to the teacher in the management of pupils and classroom.

Main Duties and Responsibilities

Support for Pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support eg: photocopying, typing filing, collecting money etc.

Support for the Curriculum:

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies eg: literacy, numeracy, KS3, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- The employee must at all times carry out his/her responsibilities with due regard to the Learning Trust's Health and Safety policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- This is a description of the main duties and responsibilities of the post at this date. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



Person Specification

Qualifications	Essential	Desirable
A level qualifications or equivalent	✓	
Educated to degree level in relevant subject		✓
Experience of working with or caring for pupils of a relevant age	✓	
Knowledge		
An understanding of pupil development and learning	✓	
Understanding of relevant policies/codes of practice and awareness of relevant legislation.		✓
An understanding of the new national curriculum / assessment without levels		✓
An understanding of child protection and safeguarding issues and procedures.	✓	
Willingness to undergo training to improve skills, gain experience of new learning methods	✓	
Basic Health and Safety	✓	
Skills		
Able to follow instructions accurately but make good judgments and lead when required.	✓	
A helpful, positive, calm and caring nature		
Be able to use ICT to support learning.	✓	
Ability to relate well to children and adults.	✓	
Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓	
Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils	✓	
Ability to maintain confidentiality	✓	
An ability to offer an additional language		✓
An ability to offer a sport		✓

