

## **JOB DESCRIPTION – Teaching Assistant**

**Salary Range: Pay Range 2 £21,783 - £21,799 pro rata**

**Hours: 8.30am – 3.30pm Monday to Friday, 30 minutes unpaid lunch, 38 weeks per year**

**Accountable to: Deputy Head**

### **PURPOSE OF ROLE**

- To work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes to enable access to learning for pupils.
- To assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

### **Support for Pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, intervention activities.
- Attend to the pupil's 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.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

### **Support for Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils work.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

### **Support for the Curriculum**

- Assist in the preparation and development of agreed curriculum activities.
- Undertake programmes linked to local and national learning strategies, e.g. English and Maths, Early Years, KS1 and KS2, recording achievement and progress and feeding back to 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 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 Christian 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, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

### **Specific Purpose**

- To undertake specific responsibility for an area of the curriculum or for provision for specific pupils as agreed on an annual basis
- To lead on this area and to participate in the annual appraisal cycle relating to this specific area
- To set personal targets, review own practice and take responsibility for own professional development
- To act on feedback from line manager
- To attend relevant training as requested

## **PERSON SPECIFICATION**

### **Teaching Assistant**

#### **Qualifications and Experience**

- Experience of working with relevant age groups within a learning environment
- Good Numeracy and Literacy skills – GCSE or equivalent grade C
- NVQ2 for Teaching Assistants or equivalent qualifications or experience
- Training in relevant learning strategies
- First Aid training

#### **Professional Values and Practice**

- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them equitably with respect and consideration
- Demonstrate a commitment and ability to raising educational achievement to all pupils and to promote positive values, attitudes and behaviour.
- Understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively.
- Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers.

#### **Knowledge and Understanding**

- Effective use of ICT to support learning
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Excellent understanding of Safeguarding procedures and policies
- General understanding of national curriculum/EYFS framework
- Ability to relate well to children and adults
- Able to work constructively as part of a team

#### **Skills and Attributes**

- Effective strategies for behaviour management
- Excellent communication skills both verbally and in writing with key stakeholders
- Caring and sensitive
- Discreet and professional at all times
- Calm and unflappable manner
- Excellent time management skills
- Upholding and promoting the Christian ethos, vision and values of the school at all times