

## **JOB DESCRIPTION**

### **Teaching Assistant**

**Line Manager: Class Teacher and Assistant Head**

**Purpose of Job:**

1. To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
2. To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
3. To contribute to the overall ethos, work and aims of the school.

**Main Duties and Responsibilities:**

1. Supervise and provide support and assistance to individuals and groups of pupils including those with special needs under the guidance of the class teacher.
2. Undertake structured and agreed learning activities and teaching programmes for individuals and groups of pupils, including local and national learning strategies such as literacy, numeracy, and early years.
3. Use appropriate strategies and approaches to support and assist pupils to achieve learning goals, adjusting activities according to pupil needs and responses.
4. Support pupils to access the curriculum and overcome their barriers to learning.
5. Work with outside agencies, including reading reports and delivering support programmes.
6. Establish positive, constructive relationships with children, parents/carers and all staff.
7. To support identified children at lunch times in the playground
8. Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes, including marking and giving feedback to the teacher.
9. To support teachers prepare resources and displays as required.
10. Administer routine tests.
11. Keep up to date records and files including Record of Achievement Books.
12. To support the transition of key children

13. Provide a range of clerical and administrative support to teaching staff, including photocopying, filing.
14. Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures.
15. Promote inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
16. Accompany teaching staff and pupils on trips and school activities as required, and take responsibility for a group under the general supervision of the teacher.
17. Participate in training and meetings in paid time. Any additional time, requested by the Headteacher, will be paid.
18. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  - i. Safeguarding and child protection,
  - ii. Health, safety and security,
  - iii. Confidentiality
  - iv. Data protection.
19. Ensure all pupils have equal access to opportunities to learn and develop.
20. Undertake these duties within school objectives, policies and procedures and promote the school's Equal Opportunities Policy.

Post holder's Signature:..... Date:.....

Headteacher's Signature:..... Date:.....

### Person Specification

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
<b>1. ABILITIES</b>			
(a) Previous successful experience of using information and communication technology to support learning. Including good knowledge of Microsoft Office and Publisher	*		
(b) Excellent written and oral skills	*		*
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.		*	
(e) Ability to work on own initiative and to prioritize between conflicting demands. Can meet deadlines.		*	
(f) To be able to complete and maintain pupil records.			

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>2.</b>	<b>SKILLS</b>			
(a)	Evidence of commitment to continuous learning in one of the following areas: Speech and Language Positive behaviour support Autistic Spectrum Condition (ASC)	*	*	
(b)	Excellent verbal and written communication skills	*	*	*
(c)	Excellent Numeracy skills	*		*
<b>3.</b>	<b>KNOWLEDGE</b>			
(a)	Knowledge of relevant education policies, procedures and legislation.		*	
(b)	Understanding of basic learning and behavioural strategies	*		
(c)	Understanding of key principles of child development and learning.	*		
(d)	Knowledge of the Curriculum and other learning initiatives and strategies.		*	
(e)	Knowledge of ASD or Speech and language or emotional and behavioural difficulties	*	*	
<b>4.</b>	<b>EXPERIENCE</b>			
a)	Previous successful experience of working with children including those who have SEND in an educational setting	*	*	
<b>6</b>	<b>Personal Qualities</b>			
(a)	Ability to maintain confidentiality on all school matters	*		

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
(b) Can maintain personal presentation that sets high standards for the pupils	*	*	
(c) Has a high expectations for all children to succeed	*		
(d) Is patient, positive and resilient		*	
(e) Has excellent time management and organisational skills.		*	
<b>5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
(a) NVQ level 2 and 3 for Teaching Assistants, to be able to demonstrate an equivalent level of attainment through relevant experience.	*		
(b) GCSE in English and Maths C and above	*		
<b>6. <u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u></b>			
Understanding and commitment to the Council's Equal Opportunities policy.	*	*	