

## **Job Description**

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**Job Title:** **Teaching Assistant**

**Responsible to:** Class Teacher

**Point:** 10-14

**Terms of contract:** Full time/Part time  
39 Weeks Per Year

### **Main Purpose**

To work under the direct instruction of teaching/senior staff, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

## **Teaching Assistant**

### **Main Responsibilities and Duties**

#### **Support for Students**

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

#### **Support for the Teachers**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students work
- Be aware of student problems/progress/achievements and report to the teacher as agreed
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

#### **Support for the Curriculum**

- Support students to understand instructions
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students 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 students 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 and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and performance development as required

- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations

To undertake such other duties that may be required to meet the needs of the service.

## Post: Teaching Assistant

### PERSON SPECIFICATION

#### Essential requirements (Selection Criteria)

<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with or caring for children of relevant age</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this</li><li>• Completion of DfES Teacher Assistant Induction Programme or willingness to do so</li><li>• Participate in development and training opportunities</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Appropriate knowledge of first aid</li><li>• Use basic technology – computer, video, photocopier</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li></ul>

Postholder's signature..... Date.....

Manager's signature..... Date.....