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Job Description for Teaching Assistant post

Reporting to: Headteacher/Leadership Team/Senior Management Team/The class teacher/SEN Co-ordinator/Leading TA

Main purpose of the job

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

Main duties and responsibilities

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
- “ Establish constructive relationships with pupils and interact with them according 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 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 and supportive relationships with parents/carers and pupils
- ~ Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- ~ Provide clerical/admin support eg. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- ~ Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- ~ Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- ~ Supply 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 and data protection, reporting all concerns to an appropriate person
- ~ Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- ~ Be aware of and support diversity 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 and participate in 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
- ~ 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 the teacher

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

GENERAL

To attend for work reliably and punctually.

To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

To continuously develop your own practice, taking responsibility for identifying and addressing own training and development needs.

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.

To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

These tasks may be modified within the general job description as the needs of the school change and/or as the TA becomes more experienced.

PERSON SPECIFICATION

TEACHING ASSISTANT

Note for the candidate

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interviewing processes for the post. Those categories marked with an asterisk will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted; the asterisked requirements should therefore be fully addressed in any application.

Knowledge and Understanding

S/he will be expected to show knowledge and understanding of:

- * equal opportunities issues
- * working with or caring for children of relevant age
- * Basic understanding of child development and learning

Skills and Abilities

The candidate will be expected to demonstrate the ability to:

- * Good numeracy/literacy skills
- * NVQ 2 in teaching assistance or equivalent qualifications or experience
- * Training in the literacy/numeracy strategy
- * First aid training/training in specific medical procedures as appropriate
- * deal with children with warmth, care, and understanding, and yet set clear and appropriate boundaries for behaviour
- * support pupils with physical disability to access national curriculum
- * communicate orally and in writing at the level necessary for the job (e.g. writing reports on progress)
- * Effective use of ICT to support learning
- * Use of other equipment technology - video, photocopier
- * Ability to self-evaluate learning needs and actively seek learning opportunities
- * Ability to relate well to children and adults
- * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- * rapidly gain new knowledge and skills
 - work with a wide range of cultural, ethnic and social groups
 - Knowledge of relevant policies/codes of practice and awareness of relevant legislation
 - General understanding of national curriculum and other basic learning programmes
 - react positively to change

- be self-starting, acting with initiative and solving problems
- organise workload and prioritise tasks

Commitments

The candidate will need to show commitment to:

- implementing the aims and values of the school
- Completion of DfES Teacher Assistant Induction Programme
- her/his personal and professional development
- raising the level of achievement of children
- coping with the health, hygiene and welfare needs of children, particularly younger children and children with SEN