



# The Hampshire School

## TEACHING ASSISTANT JOB DESCRIPTION

### **Purpose of Job:**

To support the teachers with day to day organisation, duties, display, planning, teaching and learning (including supporting pupils who require enrichment).

To support teaching and learning in order to raise the standard of pupils' achievements, particularly in literacy and numeracy.

Take responsibility for promoting and safeguarding the welfare of children within the school.

### **KEY RESPONSIBILITIES:**

#### **With the support and supervision of the Class Teacher, the Teaching Assistant will:**

- Working with individual pupils and groups, under the direction of the Class Teacher, introducing tasks, monitoring pupils' work and using a range of strategies to support their learning;
- Contributing to records of pupils' progress and achievements, as agreed with the Class Teacher;
- To support the education and welfare of the children, in accordance with the requirements of the School in line with School policies and the curriculum;
- To work as a valued member of the school team promoting a positive environment and demonstrating reliability, initiative and creativity;
- To foster an environment in which the children are encouraged in their all-round development and where high standards of education are provided;
- To assist in the planning of activities suitable for the age range of the children;
- Using a range of support methods and resources, ICT, sports equipment appropriate to the needs of individuals and groups, as directed by the Class Teacher;
- To take responsibility for individuals and groups being clear about the learning objectives and assessments required;
- To organise resources ensuring that they are clean, correctly stored with labels and well maintained;
- To supervise pupil's during break times;
- To share responsibility for producing high quality displays and a stimulating and attractive environment;
- To shop for items as required;
- To undertake the care of sick or unhappy children;
- To supervise children awaiting collection, if required;
- To advise the line manager of any matter requiring attention;
- To build a positive relationship with parents/carers;



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- To attend briefings, staff meetings/parental consultations/school events as required;
- To promote the good work of the school in the wider community;
- To support any reasonable request by the line manager and leadership team;
- Contribute to and support the overall ethos/work/aims of the school;
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher;
- To promote the general progress and well-being of individual pupils throughout the school.
- To inform the Headteacher immediately of any concerns regarding the child's welfare;
- Respecting the confidentiality of pupil information and respond sensitively to pupils' needs;
- To safeguard every child's health, safety and well-being in line with school policies;
- Being available to work reasonable additional hours as may be required to enable effectively carrying out professional duties;
- To appropriately supervise pupils as directed where necessary when changing for PE and sport activities.

## **Discipline, health and safety**

- Maintaining at all times, good order and discipline among the pupils with regard to health and safety.

## **Training and Development**

- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- To participate in performance management reviews in line with school policy.

## **Cover**

- Provide cover for absent colleagues at the request of the Headteacher.

## **Equal opportunities statement**

Adhere to GEMS Education and The School's equal opportunity policies and ensure anti-discriminatory practice within the service area.

## **Commensurate statement**

Undertake any other reasonable duties commensurate with the grade as determined by the Headteacher.

## **Child Protection**

To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by GEMS Education and The School.



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## TEACHING ASSISTANT PERSON SPECIFICATION

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Your personal statement should address all points below.

<b>Qualifications</b>
Educated to GCSE level
<b>Professional Skills and Abilities</b>
A clear understanding of and commitment to the high level of quality assurance which drives every aspect of GEMS and the school
The ability to work as part of a team
Good oral, written and ICT communication skills
The ability to establish and maintain effective working relationships with teachers and other members of staff
The ability to distinguish between the roles and responsibilities of the teaching assistant and the Class Teacher
Awareness of how pupils learn the various factors which affect their learning.
Excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines
Awareness of the need to show respect and value pupils as individuals.
Excellent inter-personal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion
The ability to communicate effectively with individuals and groups of pupils, teachers, parents and other members of staff
High levels of commitment, motivation, energy and enthusiasm
The ability to think creatively and to solve problems
The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence
An awareness of when to seek advice and support
<b>Personal qualities</b>
Must have good communication skills both orally and in writing
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
To practice equal opportunities in all aspects of the role and around the work place in line with policy
<b>Additional</b>
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by GEMS Education and The School



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Applications should note that all of the above will be tested as part of our robust selection process. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.

**The Hampshire School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.**