



St James' Senior School

Job Description and Person Specification

Teaching Assistant

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Hours of work:</p> <p>Salary:</p> <p>Responsible to:</p>	<p>Teaching Assistant</p> <p>Full Time, Permanent, Term Time Only, Monday to Friday between 8:30am – 4pm</p> <p>£17,500</p> <p>Headteacher</p>
<p>Main Responsibilities:</p>	<p>Supporting the pupils</p> <ul style="list-style-type: none"> • To encourage pupils to take responsibility for their own learning, and take a pride in their work. • To provide support for the teacher by offering feedback about the progress of individuals, in order to assist in planning. • To provide the support and framework for learning by giving assistance with prompts, suggestions and hints to enable the learner to solve the problem/complete the task. • To give support for increased self-esteem and self confidence/emotional skills development, by encouraging pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults. • To encourage the use of collaborative skills by assisting pupils to learn to work with others. • To actively support the approach of the school in behaviour management and reinforce agreed rules in working with pupils. • To seek opportunities for active involvement and help develop pupils' time management skills. • To act as part of the team with teaching and other support staff for the benefit of all pupils. <p>Supporting the Teacher</p> <ul style="list-style-type: none"> • To assist with the class teacher in the effective delivery of the curriculum, under their provided guidance. • To take the administrative function of running a classroom on a day to day basis and also on a longer term basis if required • To be proactive about identifying occasions when the lesson needs revision or tweaking.

	<ul style="list-style-type: none"> • To provide regular feedback about the children to the teacher and SENCO. • To attend relevant in-service training, as appropriate. <p>Supporting the School</p> <ul style="list-style-type: none"> • To liaise advise and consult with other members of the team supporting the children when asked to do so. • To be aware of school procedures. • To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately. • To uphold the school’s core values. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • To develop awareness of the requirements of the national curriculum. • To support specific aims and lessons as planned and directed by the teacher. • To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported. • To develop awareness of curriculum targets and support work towards them. • To be aware of targets set and work towards achieving them. <p>This list is not intended to be exhaustive and you may be required to undertake other comparable duties as the school requires from time to time.</p>
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p>	<ul style="list-style-type: none"> • To maintain a record of progress. • To contribute towards reports for annual reviews and outside agency assessments.
<p>Professional Standards & Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with and support all the School’s policies. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School’s appraisal system and performance management procedures. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:

	<ol style="list-style-type: none"> 1. have SEN; 2. are gifted and talented; 3. are not yet fluent in English. <ul style="list-style-type: none"> • To up hold the school's core values.
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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	A teaching assistant qualification or the equivalent gained through experience.	Further qualifications with regard to child protection and/or SEN.	Contents of the Application Form Interview Professional references
Experience:	Experience of dealing with children aged 11+, preferably within an educational context.	Recent experience of working in education. Experience of working with children with special educational needs.	Contents of the Application Form Interview Professional references
Skills:	An ability to communicate effectively both orally and in writing. An ability to devise and implement a range of strategies to support learning and enjoyment of learning. Good literacy and numeracy skills.		Contents of the Application Form Interview Professional references
Knowledge:	Knowledge of various special educational needs.		Contents of the Application Form Interview Professional references
	A genuine enthusiasm for working with children.		Contents of the Application Form

<p>Personal competencies and qualities:</p>	<p>A commitment to overcoming barriers to learning.</p> <p>An ability to inspire confidence.</p> <p>A positive attitude.</p> <p>An ability to strike a good professional rapport with children, staff and parents.</p> <p>Being a positive role model.</p> <p>To be flexible to the needs of the students.</p>		<p>Interview</p> <p>Professional references</p>
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