TEACHING ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

THE POST

The purpose of the post is to complement the work of a teacher, supporting the learning of students to ensure their achievements are outstanding. Teaching assistants may be asked to work with a specific subject area or as part of our Client Services team to support intervention and pastoral work.

Responsible to: the classroom teacher where deployed; Assistant Headteacher

KEY TASKS

SUPPORT FOR STUDENTS

* To act as TA for students with statements or additional needs to ensure they make the same progress as their peers and close any attainment gaps.
* To assist in the assessment of the needs of students and use specialist skills, training and experience to support students learning to ensure they make outstanding progress.
* To recognise and support students’ individual needs.
* To supports students to take responsibility for their own learning.

SUPPORT FOR THE TEACHER

* To work in partnership with the teacher in supporting learning and managing the behavioural needs of students.
* To assist the class teacher with the preparation of reports, IEPs, PSPs or other plans intended to support students with particular needs.
* To work in partnership with the teacher in delivering planned lessons to individual students or small groups.
* To assist the teacher in the monitoring, assessment and recording of student progress.
* To provide the teacher with accurate and objective feedback and reports on students’ progress and achievement.
* To liaise with professionals as agreed with the teacher, in order to support the educational development and well-being of students.
* To assist in the development of lesson plans and worksheets as appropriate under the guidance of a teacher.

SUPPORT FOR THE CURRICULUM

* To assist the teacher with the preparation of the classroom and appropriate resources.
* To deliver learning activities to students to meet their individual needs, including group work.
* To contribute to the overall ethos of the School in order to ensure an environment which is calm, purposeful and happy.
* To attend and participate in team meetings.
* To participate in training and other learning activities as required.
* To supervise students on planned trips, visits and out of school activities as required.

GENERAL DUTIES

* To maintain confidentiality and adhere to the School’s procedures and policies.
* To attend staff meetings and training as required.
* The School has a dress code which must be adhered to as a condition of appointment.
* Any other reasonable duties as requested by the Headteacher.

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| ESSENTIAL | DESIRABLE | EVIDENCE |
| COMMITMENT  A clear recognition of and commitment to all our aims as a high performing School.  Smart business dress is essential. The college has a dress code. | Tangible evidence of the commitment to education in the current post. | Letter of application  Portfolio of work (where appropriate)  Interviews |
| QUALIFICATIONS A good basic level of education with at least 5 GCSEs including English and Mathematics. | A specialist qualification with evidence of an interest in continued training.  A degree or equivalent professional qualification. | Application form |
| EXPERIENCE A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.  A good understanding of the role of monitoring. | Successful experience in a school or college.  Experience of supporting students who have special educational needs in an educational context.  Clear practical strategies for supporting students.  Experience of monitoring and evaluating learning leading to students making outstanding progress. | Interviews  References  Portfolio of work  Letter of application |
| STAFF DEVELOPMENT An understanding of the importance of training.  A proven desire to improve, with recent evidence of certified professional development. | Recent completion of a level 3 or higher qualification. | College forms  Letter of application  Interviews |
| RELATIONSHIPS An ability to work with our students.  Good listening skills, the ability to communicate effectively and to work as part of a team with staff, parents and members of the local community. |  | References  Interviews  Letter of application |