



## Teaching Assistant

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **SUPPORT FOR PUPILS**

- ✦ Develop a positive and supportive relationships with pupils
- ✦ Be aware of the differing needs of 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
- ✦ 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 THE TEACHER**

- ✦ 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
- ✦ Establish constructive relationships with parents/carers
- ✦ Administer routine tests and invigilate exams and undertake routine marking of pupils' work

### **SUPPORT FOR THE CURRICULUM**

- ✦ Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- ✦ Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- ✦ Support 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
- ✦ Assist in the display and presentation of learning cues and pupils work in and outside the classroom environment as required

### **SUPPORT FOR THE SCHOOL**

- ✦ Undertake training and CPD as required
- ✦ Undertake a First Aid course
- ✦ Assist in our welfare and medical rooms
- ✦ Appreciate and support the role of other professionals
- ✦ Attend and participate in relevant meetings as required
- ✦ Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required
- ✦ 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
- ✦ Be a role model for pupils and colleagues in terms of behaviour and attitude
- ✦ Be punctual and professional at all times
- ✦ Maintain confidentiality

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

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Achievements, Qualifications and Training</b>	<p>Competency in written and oral English to GCSE Grade C minimum or equivalent</p> <p>Successful completion of a course of study in relation to child development or education e.g. N.V.Q. in Childcare and Education or equivalent, DCSF four day training programme</p>	A current first aid qualification
<b>Experience</b>	Experience of working as part of a team	Experience of working with children and families in a school setting
<b>Job related knowledge, application and skills</b>	<p>Knowledge of child development</p> <p>The ability to communicate effectively both orally and in writing</p> <p>Good personal organisation e.g. time management</p> <p>Ability to work independently and as part of a team</p> <p>Ability to show initiative in a range of situations</p> <p>Ability to work with tact and diplomacy</p> <p>Ability to interact positively with pupils, parents and colleagues</p>	<p>Good I.C.T. skills</p> <p>Knowledge of the National Curriculum and GCSE qualifications</p>
<b>Personal Qualities</b>	<p>Confidence, warmth, sensitivity, reliability, and enthusiasm.</p> <p>Ability to communicate effectively with children and young people.</p> <p>Good interpersonal skills.</p>	
<b>Equal opportunities</b>	Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin.	