

Role Profile: Teaching Assistant

Purpose

Key Purpose of the Job

To be responsible for the education and welfare of the children under your care in accordance with the requirements of the Conditions of Employment, having regard to the values and ethos of Salcombe Preparatory School and implementing the policies as laid down by the Headmistress and Cognita.

Key Accountabilities

Teaching & Learning:

- Assist in the educational and social development of pupils in classes, in small groups or individually, under the direction and guidance of the Head Teacher, Senior Leadership and Teaching staff, dependent on qualifications and experience.
- To support all pupils to access the full breath of the curriculum and lesson content through provision of appropriate clarification, explanations, modelling, equipment and materials.
- Assist in the implementation of teaching strategies for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to participate fully in activities, including the Enriched Curriculum programme.
- Work with other professionals, such as speech therapists and occupational therapists as necessary.
- Assist teaching staff with maintaining daily records and other administrative tasks.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Participate in/run interventions for students, as required.
- To carry out break and lunchtime duties, as required.
- Enable pupils to access the curriculum with confidence.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Support Teaching staff by managing classroom equipment, ensuring that safety guidelines are followed and reporting defects or damage.

Administrative Duties:

- Support teaching staff in planning, preparing differentiated resources and other tasks in order to Support teaching.
- Keep accurate records about students as directed.
- Communicate with parents and carers as required and keep accurate records of discussions.

Standards and Quality Assurance:

- Support the aims and ethos of the school as set out in the Schools' Policies, Code of Conduct and Staff Handbook.
- Participate in staff training/INSET Days.
- Set a good example in terms of dress, punctuality, conduct and attendance.
- Attend team and staff meetings as required.
- Undertake professional duties that may be reasonably assigned e.g productions, educational visits.

Additional Responsibilities:

- Administer routine tests and undertake routine marking of students' work.
- Testing of students including reading and spelling.
- Act as First Aider. Administer first aid as required.
- Organise and maintain the first aid room.
- Ensure pupil's medical records are recorded accurately.

Training & Development:

- Develop and maintain a culture of high expectations and professionalism.
- Participate in regular review of individual and department targets in line with MyCognita personal development.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Attributes	Essential	Desirable
Professional Skills	An awareness of recent national educational developments.	/	
	A clear understanding of recent developments in teaching and learning.		/
	Good working knowledge of ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	/	
	Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.	/	
	Ability to work effectively as part of a team, to show initiative and imagination, to have vision and the ability to inspire others.	/	
	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines. Managing competing priorities.	/	
	High level of ability to follow directed classroom teaching skills	/	
	Excellent written and spoken English	/	
Qualifications	Educated to a minimum of GCSE Level	/	

	Attributes	Essential	Desirable
Qualifications	Completion of a recognised Childcare qualification, e.g. NVQ Level 3 Certificate for the Children & Young People's Workforce or Children's Care, Learning and Development		/
	Further qualifications to support children with additional needs		/
	Competent user of ICT to support classroom work, pupil assessment and record-keeping.	/	
	Knowledge & Experience of delivering interventions to support students with additional needs.		/
	Experience of working with children in a school environment.		/
Personal Qualities	Energetic, flexible and empathetic; have a strong conviction that every child can acquire strategies to ensure that they fulfil their true potential.	/	
	A sensitivity to the needs of young people	/	
	Personal integrity, honesty, energy, stamina and enthusiasm.	/	
	Commitment to personal development and lifelong learning.	/	

Key Stakeholders:

Internal:

- Headmistress and Senior Leadership Team
- Teaching Staff
- Administration Support Staff
- Caretaking and Site Management Staff
- Students

External:

- Cognita Management and Staff
- Parents
- Visitors
- External Contractors/Suppliers

Signed: **Name (print):**

Date: