

Marjory Kinnon School Job Description

Contractual Details					
Post Title:	Teaching Assistant				
Responsible to:	Class teacher				
Contract type:	Permanent ✓	Term-time only ✓	Fixed Term	Full time ✓	Part time
Salary:	Scale 5 (point 11-15)				
Contractual Hours:	Mon, Tue, Thurs 8.30am - 3.45pm; Wed 8.30am - 4.00pm; Fri 8.30am - 3.15pm (unless an alternative arrangement has been agreed with the Headteacher)				
Line Management Responsibilities:	None				

Job Purpose
<p>The postholder will:</p> <ul style="list-style-type: none"> Work under the direction of the class teacher (or TA leading the class in the short-term absence of the class teacher), to implement planning and assessment, working with individual or small groups of pupils in order to achieve good levels of pupil progress. Support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of class based interventions. Provide supervision and guidance and learning opportunities in all non-lesson based activities.

Support Responsibilities	
Teaching and Learning	<ul style="list-style-type: none"> Under the supervision of the class teacher or the TA covering the class teacher, deliver planned activities to individuals and small groups in small steps so that they are able to access the planned learning. Support the development of pupils' literacy, numeracy and phonics skills in all lessons. Support social communication skills at all times. Support the development of pupils' independent learning and independence skills. Plan and deliver lunchtime activities as timetabled. Facilitate play and social interactions at play and lunch times.
Assessment	<ul style="list-style-type: none"> Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form. Assist the class teacher to mark work and give verbal feedback to pupils on progress made and next steps in all lessons. In liaison with the class teacher, to contribute to pupil reports and participate in reviews of pupil progress. Work with the class teacher to identify pupils requiring targeted interventions based on pupil progress data and ongoing assessment of progress.
Pastoral	<ul style="list-style-type: none"> Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy. Contribute to the writing of Behaviour Support Plans. Assist with the general pastoral care of the pupils, follow Health Care Plans, administer medication and help pupils who are sick, distressed, injured or require personal care. Actively engage and supervise pupils during unstructured time and transitions as necessary for their safety. Establish positive relationships with the pupils and encourage them to interact with others and engage in activities.

Management of resources	<ul style="list-style-type: none"> • Prepare the classroom for lessons, ensuring resources are available and cleared away throughout and at the end of the lesson. • Prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use.
Support to the class teacher	<ul style="list-style-type: none"> • Carry out any duties, which the class teacher deems appropriate and necessary for the benefit and well-being of the pupils. • Accompany the class teacher and supervise pupils on visits, trips and out of school activities as required • Work on displays following consultation with the class teacher/Team Leader. • Provide general clerical support, e.g. photocopying, laminating, filing, etc as required. • Liaise with parents under the direction of the class teacher. • Contribute messages in the home/school communication books.
Other	<ul style="list-style-type: none"> • Assist as required in work familiarisation of new members of staff or volunteers. • To act as a first aider (if appropriate training has been provided). • To drive the school minibus (if a holder of a full driving license and appropriate training has been completed). • Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school. • Attend and participate in regular meetings and planned training sessions. • Fulfil responsibilities as specified on school rotas and duties and undertake lunchtime supervision duty.

Personal Specification			
Qualifications & Experience		Essential / Desirable	Assessed at A/I
1.	GCSE or Equivalent qualification in English and Mathematics (or a willingness to achieve this within 2 years of appointment).	E	A
2.	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 3. TAs working in Early Years classes will need to have an appropriate Early Years qualification.	D	A & I
3.	Experience of support work with children in an educational setting.	D	A & I

Knowledge & Understanding		Essential / Desirable	Assessed at A/T/I
1.	The National Curriculum and Schemes of Work in Literacy and Numeracy.	D	I
2.	The principles of child development and processes of learning.	D	I
3.	How to remove barriers to learning for pupils with a range of SEN (cognitive learning difficulties, ASC, Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion.	D	I
4.	How to support the development of social communication and literacy skills, promoting high standards of literacy, articulacy and numeracy.	D	A&I
5.	How to support the development of independence.	D	A
6.	How to support phonics and reading development	D	A&I
7.	How to support pupils with ASC barriers to learning.	D	I
8.	Excellent written communication skills and a high level of ICT literacy.	D	I

Skills		Essential / Desirable	Assessed at A/T/I
1.	Is able to work as a member of a class team to work with individuals and groups of pupils, under the teacher's direction	E	I
2.	Is able to build and maintain successful and positive relationships with pupils, understanding and managing their challenging ASC behaviours	E	I
3.	Can break down given planned tasks into small steps of learning and can give positive feedback to pupils on progress made and next steps.	E	I
4.	Can use ICT effectively to support learning and general administrative tasks.	D	A & I
5.	Can self-evaluate effectively to improve own practice.	E	A
6.	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	A & I

Pupils and staff		Essential / Desirable	Assessed at A/T/I
1.	Support pupils to achieve the best that they can and encourage and facilitate independent life skills	E	I
2.	A clear understanding of what makes effective lessons and an ability to develop a culture where striving for excellent progress and learning is central to the school's work.	D	I
3.	A belief in the essential need for developing social communication skills.	E	I
4.	An understanding of excellent strategies for management of ASC needs and challenging behaviour.	D	A & I
5.	A commitment to valuing the need for continued training and self-improvement.	D	A

Personal qualities		Essential / Desirable	Assessed at A/T/I
1.	Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.	E	I
2.	Ability to work under pressure and to meet deadlines.	D	I
3.	The ability to foster an open, transparent and equitable culture, working in a team that supports colleagues by resolving conflicts that may arise professionally	E	I

Professional Values & Practice

- Be committed.
- Be consistent.
- Have a flexible and adaptable approach to work, be willing to go the extra mile when required to get the job done for the benefit of our pupils, our colleagues and for ourselves.
- Whilst being willing to work hard for the success of the school and its pupils, ensure that you and your team have a work life balance that enables health, happiness and wellbeing.
- Have a happy, constructive and collaborative attitude to the work you undertake.
- Be positive and respond to situations in a calm, professional manner at all times.
- Have a thirst for excellence and a relentless drive to achieve the best outcomes for our pupils.
- Have the capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve.
- Be emotionally resilient.
- Maintain the professional standards associated with your role in our school (e.g. DfE Teachers Standards; MKS Teaching Assistant Standards; MKS Business Management Standards).

- Have a strong awareness of professionalism and respect for confidentiality.
- At all times model good relationships, attitudes, and behaviour.
- To be able to self-evaluate your own and your team’s performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.
- Present a smart and professional appearance appropriate to your role.
- Willingness to work flexible hours and to occasionally attend meetings outside of normal working hours (e.g. in relation to parental events or governance meetings).
- Have a high level of commitment to safeguarding, inclusion, equality and value our school’s diversity.
- Understand and respect all social, cultural, linguistic, religious and ethnic backgrounds.
- Support the Governing Body, the Headteacher and SLT in their duty to ensure that the school meets its aim to deliver the best possible educational outcomes for pupils and everyone is kept safe.
- Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.

Summative Agreement

Confidentiality	I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).
Code of conduct	I will adhere to the school’s code of conduct and all other school policies.
Safeguarding	I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).
Health and Safety	I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the school’s Health and Safety policy and procedures.
Induction	On joining the school, I agree to attend Induction sessions and complete all related tasks as required.

This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities. It is expected that the post holder may, if required, carry out any relevant additional duties which the Head Teacher may, from time to time, deem appropriate and necessary. It may also be subject to amendment or modification at any time in consultation with the post holder.

Agreed by post holder _____ Date _____

Date of this review: September 2024	Date of next review: September 2026
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