



## **JOB DESCRIPTION: TEACHING ASSISTANT**

The Teaching Assistant works under the instruction and guidance of both class teachers and subject specialists. They support the delivery of quality learning and teaching helping to raise standards of achievement and provide pastoral care for pupils. At Pembridge Hall we value our teaching assistants and give them support and assistance so that they may effectively and happily perform their duties.

### **Attitudes**

- Establish effective relationships with colleagues and set a good example through personal and professional conduct.
- Contribute to the life of the school through effective participation in meetings, INSET and school events.
- Foster the development and continuation of good parent relationships.
- Work closely and collaboratively with line managers.

### **Teaching and Learning**

- Under guidance from teachers, create a caring, supportive, purposeful and stimulating environment, conducive to children's learning.
- Under guidance from teachers, support the delivery of high-quality teaching and learning to develop academic progress, monitoring learning in order to feed back to the teacher.
- Assist the teacher in preparing resources, the classroom and outdoor areas for learning.
- Implement planned support programmes for particular pupils with differing learning needs.
- Listen to individual children read, record progress and pass on any concerns to the teacher.

### **Pastoral Care**

- Provide a warm, friendly, supportive atmosphere that is conducive to the social and emotional needs of the children
- Assist the teacher in the behaviour management of pupils in line with school policy.
- Value the contributions of all pupils and treat everyone with fairness and respect.

### **Other**

- Undertake classroom administration tasks as directed by the teacher.
- Contribute to the after school extra-curricular programme.
- Follow all codes of practice in relation to school discipline, health and safety regulations and the reporting of accidents.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD
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## PERSON SPECIFICATION: TEACHING ASSISTANT

*This will be assessed through the following channels: application documentation, professional references, during interview.*

### Qualifications

- **Essential:** Good basic education to GCSE level in literacy and numeracy, or the equivalent
- **Desirable:** A relevant qualification in Childcare and/or Education  
A First Aid qualification

### Experience

- **Essential:** Experience of working with young children
- **Desirable:** Experience of working with young children in play schemes, crèches, after-school clubs or similar  
Experience of working in the Independent sector

### Skills

- **Essential:** Ability to assist children on an individual basis, in small groups and during whole class work  
Clearly explain tasks and foster children's independence  
Can successfully supervise children, modelling defined behaviour management policies  
Ability to work with guidance, but under limited supervision  
Liaise and communicate effectively with others  
Demonstrate good organisational skills
- **Desirable:** Is able to suggest alternative ways of helping children if they are unable to understand  
Can describe, in simple terms, the process of behaviour management with children

### Knowledge

- **Essential:** Knowledge of the needs of young children  
An understanding of child development and the ways in which children learn  
Knowledge of positive behaviour management strategies  
Knowledge of safeguarding children
- **Desirable:** Knowledge of National Curriculum EYFS, Key Stages 1 and 2  
Knowledge of how to monitor, record and make basic assessments about individual progress  
An awareness of the roles played by various adults in a child's education

### Personal competencies and qualities

- **Essential:** Enthusiasm and a positive outlook  
The ability to work independently and collaboratively as a member of a team  
Creativity in problem solving together with a willingness to take on or try new approaches and ideas  
A positive attitude towards professional development and their own learning  
Reliability and integrity  
Reliability and integrity  
Good personal organisation  
Good attendance record
- **Desirable:** Ability to work under pressure  
Sense of humour  
Flexibility

*Pembroke Hall is committed to safeguarding and promoting the welfare of children and young people and as an employee of Pembroke Hall you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within Pembroke Hall School and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.*