



## Teaching Assistant Job Description

### KEY PURPOSE

- To 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 high levels of accelerated pupil progress.
- To 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 and out of class interventions.
- To provide supervision and guidance and learning opportunities in all non-lesson based activities.

### MAIN ACTIVITIES

#### Teaching and Learning:

- 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 and maths skills in all lessons.
- Support social communication skills at all times.
- Support the development of pupils' independent learning and independence skills.
- Facilitate play and social interactions at play time and lunch time

#### Assessment:

- Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form if needed
- Assist the class teacher to give feedback to pupils on progress made and next steps in all lessons in line with our feedback policy
- Work with the class teacher and or TA Line Manager to identify pupils requiring targeted interventions based on pupil progress data and ongoing assessment of progress and assist in writing the children's IEPs

#### Pastoral:

- 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 and help pupils who are sick, distressed or injured.
- 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:

- 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:**

- Carry out any reasonable 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.
- Provide general support, e.g. photocopying, laminating, etc as required.

**Other:**

- On joining the school to attend induction session
- Successfully complete probationary period.
- Assist as required in work familiarisation of new members of staff
- To act as a first aider (if appropriate training has been provided).
- 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 duties and undertake lunchtime supervision if needed (including wet play)

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Headteacher may deem appropriate and necessary.



### TA Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>Qualifications</b>	Full NVQ 2 or above Teaching Assistant qualification	Training relevant to education, e.g. literacy, dyslexia, ICT, maths, etc.  First Aid qualification  Strong academic record including Maths and English GCSE grade C (or equivalent) or better.	Application form
<b>Knowledge and experience</b>	Recent experience of volunteering or working with primary-aged children  Recent experience of running intervention programmes  Strong literacy knowledge and skills  Basic understanding of child development and learning	Experience of teaching and supporting children with SEN and those with additional behaviour needs  Knowledge and understanding of curriculum and assessment	Application form & interview
<b>Personal</b>	Enjoy working with children  Be enthusiastic, highly motivated and flexible  Good verbal communication skills  Ability to relate well to children and adults  Ability to work well as part of a team and under your own initiative  Ability to adapt to a variety of situations  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to safeguard and promote the welfare of children  Have a calm approach, and an empathic nature  Excellent punctuality, attendance and work ethic	Experience of communicating effectively with parents & carers	Application form & interview