



# TA Job Description

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## Teaching Assistant

To work with us in living out our vision:

‘At the heart of St Paul’s we aim for excellence. We seek to understand ourselves and to understand others. We value creativity, innovation and the joy of learning whilst gaining a deeper understanding of the Christian Faith.’

To deliver the National Curriculum to pupils, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which children make excellent progress.

## Performance Measures

- That children make progress towards their personal targets.
- To demonstrate a commitment to building positive family relationships and professional relationships within the school.

## Main Duties

- To support individuals and groups to help them learn.
- To establish an effective and purposeful learning environment in partnership with the teachers and other colleagues.
- To support teachers in assessing the needs of individual children.
- To observe, record and feedback information on pupil performance.

## Other Aspects

- To assist in creating materials for curriculum delivery and display boards
- To plan, lead and facilitate group activities
- To plan and lead one to one teaching and intervention
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour difficulties
- To assist with behaviour management within and outside the classroom
- To work with the classroom teachers to implement Learning Support Plans and develop resources for pupils who have additional needs
- To assist pupils’ social development, progress and achievement outside the classroom
- To take safeguarding seriously and be observant and follow the schools safeguarding policy

## Support

- To supervise pupils in the playground, dining hall when directed.
- To assist with therapy. Eg: physical, occupational or language
- To maintain pupil and family confidentiality
- To attend regular meetings and training as required
- To communicate and liaise with staff, pupils, parents, governors and other members of the local community as appropriate
- To be first aid trained (Paediatric Training)

## TA Personal Specification

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Essential Criteria	Met	Desirable Criteria	Met
<b>Qualifications</b> <ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Further Qualifications</li> <li>• NVQ L3</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Able to create a happy, challenging and effective learning environment.</li> <li>• Helpful, positive, calm and caring nature.</li> <li>• Excellent speaking and listening skills.</li> <li>• Understanding of safeguarding and child protection procedures.</li> <li>• A thorough understanding of what constitutes effective teaching and learning.</li> <li>• An understanding of effective monitoring, evaluation and assessment.</li> <li>• Understand when and how to seek advice and support.</li> <li>• Adaptable and resourceful to meet new challenges</li> <li>• ICT Confident or competent</li> </ul>		<ul style="list-style-type: none"> <li>• Experience of working with/ or developing links with Parents and other outside agencies.</li> </ul>	

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>● Well-developed interpersonal skills.</li> <li>● Able to communicate effectively orally and in writing to a range of audiences.</li> <li>● Able to plan, organise and prioritise.</li> <li>● Able to manage good communications systems.</li> <li>● The ability to enthusiastically and loyally promote the school's vision through behaviour, words and actions.</li> <li>● The ability to make decisions in consultation with the Class Teacher, Head teacher, Head of school, Senior Leadership Team, Staff, Parents and the wider community as appropriate</li> <li>● The ability to be proactive</li> <li>● Have a flexible and positive approach to challenge and change</li> <li>● Competent in the use of ICT.</li> </ul>			
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to two satisfactory references and a satisfactory enhanced DBS check.