



# Job Description

**POST: Teaching Assistant**

**RESPONSIBLE TO: Principal**

**SALARY: Scale 2 11-13 / Scale 3 14-17 (depending on experience)**

**LOCATION: Oasis Academy Pinewood**

**WORKING PATTERN: 29.17 hours a week term time**

**DISCLOSURE LEVEL: Full DBS**

## **JOB PURPOSE:**

The Teaching Assistant is a member of a team of practitioners responsible for the education and care of the children in the school. S/he is involved in contributing to the teaching and learning programme in accordance with the ethos, aims and objectives of the school.

The Teacher and the Teaching Assistant work as a team - being 'partners' in supporting the pupils' access to learning and their specific needs – physical, behavioural, medical and emotional.

The Teaching Assistant works under the direction and control of the headteacher and the relevant class teacher. At Grade 1 they would usually be supervised at task level in the presence of the class teacher and carry out a significant amount of 1:1 work with pupils.

## **SPECIFIC RESPONSIBILITIES:**

### **1. Support for pupils:**

- provide appropriate levels of individual attention, reassurance and help for pupil(s) needs as identified in Individual Education Plans
- support the specific needs of specified pupils – physical, emotional, medical or behavioural
- where necessary and under the direction of the teacher, act as an escort on and off school premises, normally in the presence of the teacher and in accordance with the School Visits Policy
- support pupil(s) access to the curriculum, their learning in particular lessons and their progress towards specific individual targets
- ensure that teachers are aware of the specific learning needs of identified pupils
- support pupils in working independently in the company of others
- provide direction to pupils about their behaviour within the agreed framework of school and departmental policies on discipline and behaviour
- assist with the supervision of pupils during break time (under supervision)
- be responsible for First Aid (after training) in the event of accident or injury and the completion of appropriate documentation
- undertake specific Health and Safety training relevant to pupil needs (which may include for example, manual handling, restraint, food hygiene and risk assessments)
- take appropriate action to identify, analyse and minimise any risks to health, safety and security in the immediate working environment



## 2. **Support for the teacher(s):**

- assist in the arrival and departure of pupils to school and lessons and transfer around the school
- assist in the preparation and layout of materials, equipment and resources in classrooms and teaching spaces
- assist pupil(s) access to the curriculum by differentiating instructions and resources
- help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly
- support the maintenance of pupil records by providing information to the teacher and recording, in accordance with school and departmental policy, the work of pupils
- provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies
- where necessary, correct behaviour to maintain order and discipline
- report uncharacteristic behaviour patterns in individual pupils and incidents of inappropriate behaviour to the class teacher

## 3. **Support for the school/department:**

- attend meetings, including meetings of the school/department/team, where appropriate
- help teachers, therapists and other professionals with assessments, tests and examinations
- share information and expertise, which could benefit other team members in their work
- provide information to support pupil progress including information for pupil records, reports, Individual Education Plans and annual reviews
- actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents, passing on any information given by parents to the appropriate staff member within the school
- promptly report any difficulties in communicating with parents and carers to the class teacher

## 4. **Support for the curriculum**

- support the curriculum plans and learning programmes designed by the teacher and obtain and use designated equipment and materials appropriate to the learning objectives and pupils' development needs
- help pupils with the use of ICT and appropriate curriculum software
- obtain accurate and up-to-date information on pupils' achievement, development and specific needs as appropriate
- monitor pupils' responses to learning activities and promptly inform the teacher when a pupil is experiencing difficulties that cannot be resolved
- respond to pupils' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self images
- provide an appropriate level of assistance to enable pupils to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills

## 5. **Arrangements for appraisal of performance:**

- participate in the school induction process and, thereafter, the annual performance review pro



**Notes**

The school expects all staff to be flexible. This means that a Teaching Assistant can be expected to carry out duties that are not specified in this job description but that are within the scope of the responsibilities of the post.

This job description will be reviewed after one year and any review will include discussion with the postholder.

**Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced CRB check.

**OTHER:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	
<b>Version</b>	18/05/2015		



# Teaching Assistant Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

Skills and Abilities	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Ability to communicate and interact with children and young people</li> <li>• Awareness of the need to act as a role model and ability to deal with a range of situations in mature and sensitive manner</li> <li>• Ability to understand educational programmes and work to them with reference to a teacher</li> <li>• Ability to work with groups of children and keep them on task and motivated</li> <li>• Awareness of sensitive information and the need for confidentiality</li> <li>• Ability to deal with pupils' physical, medical emotional and behavioural needs as well as provide individual support as appropriate</li> <li>• Ability to work as a member of a team and follow the teacher's directions</li> <li>• Ability to demonstrate respect for children and be able to listen to their views</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A basic understanding of child development</li> <li>• An awareness of Child Protection procedures</li> <li>• An understanding of the importance of adults as role models</li> <li>• Understanding of Health and Safety issues</li> <li>• Understanding of equalities issues</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Willingness and motivation to develop own skills and undertake training (eg, the DfES teaching assistant induction programme)</li></ul>	<ul style="list-style-type: none"><li>• Willingness to work towards N/SVQ Level 2 in Teaching Assistance or equivalent qualification</li><li>• To have worked on a voluntary or paid basis with children</li></ul>
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