

Barrington Primary School

JOB DESCRIPTION

Post held:	Teaching Assistant
Job purpose:	To work with class teachers and senior leaders to raise the learning and attainment of all pupils.
Salary scale:	LSEAT Grade
Responsible to:	Class Teacher/Senior Leader

KEY PURPOSE OF THE JOB

To work under the guidance and instruction of teaching/senior staff to enable access to learning for all pupils including those with special educational needs and disabilities. To assist the teacher in the management of pupils and the organisation of the learning environment. To promote pupils' independence, self-esteem and social inclusion and provide support to pupils individually or in groups so that they can access the curriculum, take part in learning and experience a sense of achievement. Demonstrate due regard for the Trust and school policies.

MAIN PURPOSE

1. Assist teachers and senior leaders in ensuring the continuing educational development of all pupils through the establishment of constructive and positive relationships.
2. Assist teachers/senior leaders in fostering attractive learning environments to ensure that pupils spend their school life in stimulating and engaging learning environments.
3. Prepare, maintain and use equipment/resources required within a lesson to meet learning objectives and tasks and assist pupils in the use of these.
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education. Make reference to and understand Care Plans and Support Plans implemented for pupils.
5. Demonstrate an informed and efficient approach to the schools ethos and values.

DUTIES & RESPONSIBILITIES

Teaching & Learning

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
2. Promote, support and facilitate inclusion by establishing constructive relationships with pupils and encouraging participation of all pupils in learning and extracurricular activities.
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures.
4. Support the class teacher/s with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
5. Lead groups of pupils by modelling teaching practices set out in plans and under the direction of the teacher/s.
6. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
7. Use ICT skills to advance pupils learning.
8. Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement within a lesson, under the guidance of the teacher.
9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. Undertake any other relevant duties given by the class teacher/s including administrative tasks.

Planning

1. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
2. Read and understand lesson plans shared prior to lessons.
3. Prepare the classroom for lessons under the direction of the teacher/s.

Working with colleagues and other relevant professionals

1. Communicate effectively with other staff members and pupil.
2. Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
3. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
4. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues.
5. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
6. Develop effective professional relationships with colleagues that foster a mutual respect.

Whole school organisation, strategy and development

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
2. Make a positive contribution to the wider life and ethos of the school.
3. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/s.

Health & Safety

1. Take positive steps to monitor and maintain a safe and secure working environment. Whilst maintaining an effective and efficient working environment, you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk.
2. Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Child Protection and Safeguarding Policy.
3. Look after/care for pupils who are upset or have had accidents.

Professional Development

1. Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
3. Take part in the school's performance management procedure.
4. Attend meetings and discussions which contribute to the overall aims of the school.

Personal and Professional Conduct

1. Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school.
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
3. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
4. Respect individual differences and cultural diversity.

Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE's or equivalent including English and Maths 	<ul style="list-style-type: none"> DfES Teaching Assistant Induction Programme. NVQ Level II for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies First Aid Training as appropriate
Experience	<ul style="list-style-type: none"> Previous experience working with or caring for children of relevant age. 	<ul style="list-style-type: none"> Experience of planning and leading teaching and learning activities (under supervision)
Skills & Knowledge	<ul style="list-style-type: none"> Good English and Maths skills including spoken English Good organisational skills Ability to build effective working relationships with pupils and adults Excellent verbal communication skills Active listening skills Good ICT skills 	<ul style="list-style-type: none"> Skills and expertise in understanding the needs of all pupils Understanding of roles and responsibilities within the classroom and whole school context. General understanding of national/foundation stage curriculum and other learning strategies/programmes. First Aid training as appropriate.
Personal Qualities	<ul style="list-style-type: none"> The ability to remain calm in stressful situations A flexible and adaptable approach. Ability to demonstrate initiative and common sense to a range of situations. Enjoyment of working with children Commitment to maintaining confidentiality at all times. Commitment to safeguarding and pupil's wellbeing and equality. 	