

### **Job description**

Job Title: Teaching Assistant (Fixed Term to cover maternity)  
Responsible to: Headteacher, Class Teacher  
Hours: 20 hours per week, term time only

### **Purpose of Job**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Key Accountabilities**

#### **Support for pupils**

- Supervises and provides particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assists with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishes constructive relationships with pupils and interacts with them according to individual needs.
- Promotes the inclusion and acceptance of all pupils.
- Encourages pupils to interact with others and engage in activities led by the teacher.
- Sets challenging and demanding expectations and promotes self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### **Support for the Teacher**

- Creates and maintains a purposeful, orderly and supportive environment, in accordance with lesson plans and assists with the display of pupils' work.
- Uses strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assists with the planning of learning activities.
- Monitors pupils' responses to learning activities and accurately records achievement/progress as directed.
- Provides detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promotes good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Participates in discussions with parents/carers under the general direction of a teacher.
- Administers routine tests and invigilates exams and undertake routine marking of pupils' work.

- Provides clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for the Curriculum**

- Undertakes structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertakes programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Supports the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists pupils in their use.

### **Support for the school**

- Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contributes to the overall ethos/work/aims of the school.
- Appreciates and supports the role of other professionals.
- Participates in training and other learning activities and performance development as required and attends and participates in relevant meetings as required.
- Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanies teaching staff and pupils on visits, trips and out of school activities as required and takes responsibility for a group under the supervision of the teacher.

## **Other Clauses**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## **Person Specification**

### **Essential Criteria**

#### **Relevant Experience**

- Experience working with children of relevant age.

#### **Qualifications**

- NVQ 2 for Teaching Assistants or equivalent qualification or experience.
- Appropriate first aid training.

#### **Skills**

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Motivation to work with children and young people.
- Good numeracy/literacy skills.

#### **Knowledge**

- A knowledge and commitment to safeguarding and promoting the welfare of children and young people.
- Training in the relevant learning strategies e.g. literacy.
- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.

#### **Interpersonal/Communication skills**

- Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.