

JOB DESCRIPTION

JOB TITLE	Teaching Assistant
GRADE BAND	WHFNJC K / WILNJC D / OXFNJC D
RESPONSIBLE TO	Principal
DEPARTMENT	Support
DATE JD/PS SIGNED OFF	

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

Under the direction of the Principal, Teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

MAIN TASKS, DUTIES & RESPONSIBILITIES

Under the direction of the classroom teacher or designated supervisor:

Supporting the pupil

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
- Contribute to the monitoring and delivery of Individual Education Plans. (IEP's)
- Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
- Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.

Supporting the teacher

- Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
- Take responsibility for maintaining accurate records in accordance with school policies and data protection.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.

Supporting the curriculum

- Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.
- Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

- Assist with the implementation of a behaviour management programme.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies. This includes a 30 minute lunch supervision session.

Supporting the Teaching Assistant

- Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties:

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.

- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Decision Making:

- Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions
- Contribute to IEP's
- Assist in planning, delivery and evaluation of learning activities.

Creativity and Innovation:

- Accurate record keeping
- IEP's & Classroom Displays

Emotional Demands:

- Responsible for individuals/groups of children, some will make emotional demands

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications	E	X	
Have or willing to obtain NVQ level 3 Teaching Assistant, available September 2002	E	X	
DCFS Induction (Level 2) or equivalent	E	X	
NVQ level 2 Teaching Assistant (available September 2002) or equivalent	E	X	
Level 3 NVQ Early Years Care and Education	D	X	
Level 3 NVQ Caring for Children and Young People	D	X	
Level 3 Open College Network Supporting Children Learning	D	X	
Experience and Knowledge			
2 years' experience working as a grade 2 TA or other relevant experience	D		X
2 years' experience of:- <ul style="list-style-type: none"> • working with pupils with SEN • or supervising and delivering a catch up programme • or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals 	D		X
Skills and Abilities			
Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups	E	X	X
Values and Behaviours			
Committed to values based education	E	X	X
Effective role model for all of WHF values	E	X	X
Contacts and Relationships			
Physical, Mental and Emotional Demands			
Special Requirements			