



Job description: Teaching Assistant

Location	Meadow Park Academy, Reading
Contract term	Permanent
Full time/term time	31.25 hours per week, Term time only
Pay range	RG2 SCP 3 – RG3 SCP 11 per annum, pro rata
Reporting to	SLT/Class Teacher

Job purpose

To provide high quality and safe provision which promotes the physical, emotional, social and intellectual development of the children who attend Meadow Park Academy.

To work as part of a team to ensure the efficient and effective running of the Classroom/Year Group.

Main duties and responsibilities

- To promote the health, safety and welfare of the children in the class/school at all times and to assist the teacher either on a whole class basis or for a number of identified children/child within the class for part of the timetable.
- To have an understanding of and be able to follow all relevant OFSTED and School policies and procedures.
- To demonstrate inclusive practice at all times.
- To assist with the meeting of all children's hygiene requirements.
- To interact appropriately with the children at all times, in all environments and all weathers: being at their level, which may include working on the floor.
- To model positive social interaction and play and to provide exciting learning experiences.
- To work with NVQ trainees, students, casual staff and others.
- To participate in staff meetings called by the Team Leader or Head including discussing curriculum and projects and the smooth running of the class/year group.
- To use initiative to ensure the smooth running of the activities taking place.
- To support the Schools Behaviour Policy at all times.

Curriculum responsibilities

- To understand and follow the Early Years Development Outcomes and Schools outlines.
- To positively encourage and support children in celebrating festivals and activities from their own and other cultures.

Teaching Assistant responsibilities

- To assist the class teacher in the general management of the class.

- To ensure their contribution to children's assessments are up to date and accurate.
- To observe, assess and respond to children's learning and needs.
- To enhance the education provision for the children through delivery showing enthusiasm, encouragement, a variety of questioning skills, explaining/identifying small steps in child friendly language, marking, feedback and support
- To work with children in small groups or on a one to one basis as directed by the class teacher.
- To assist in the creation of Individual Education/Behaviour Plans setting termly key objectives and ensure that planning meets the children's individual educational needs.
- Adapting work for individual children as necessary.
- To ensure they have the necessary planning in their file which is kept up to date, annotating plans and communication feedback to the teacher to inform next steps planning.
- To assist in the preparation of activities as determined by the class teacher.
- To prepare necessary paperwork and provide administrative support to the class teacher.
- To be aware of family needs: supporting and offering advice; seeking extra support if necessary.
- To demonstrate sensitivity when dealing with children and parents.
- Report any matter of significance to the class teacher(s) or Headteacher if it is thought a child's wellbeing could be affected (in compliance with the School's health and Safety and Child Protection policy).
- To retain confidentiality at all times.
- To greet and communicate with the child's parents on a daily basis.
- To be involved in the planning and carrying out of child/parent induction.
- To plan and carry out meetings with parents to share information about their child's progress where required and appropriate.
- To undertake playground supervisory duty as directed by the Deputy Headteacher.

Health and Safety responsibilities

- To complete First Aid training and administer First Aid to any child/adult who has a minor accident.
- To ensure a child's safety and comfort if they are unwell, communicating with parents.
- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards are up to date.
- To care for, maintain and clean the school environment and play equipment, ensuring that communal areas such as toilets, kitchen and laundry are always clean and in order.
- Minor incidents to be dealt with within the class but major issues referred to the caretaker/operations manager. This is a shared responsibility with all staff.
- To report maintenance issues to the caretaker.

Professional Development Responsibilities

- To attend training courses as required, including some in-service days.
- To take responsibility for ensuring own knowledge is up to date and relevant, i.e. keeping abreast of current educational practices and other relevant areas such as health and Safety and Safeguarding Children.



School Development Responsibilities

- To contribute to planning for developing good practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and training.

Other Responsibilities

- To check levels of materials and consumables, following school procedures for ordering stock.
- To assist in ensuring that the classroom is generally tidy at the end of the morning and afternoon sessions and returning resources when finished to their correct place.
- To assist in day to day administration of the class including: Calling parents by phone, taking messages, maintaining records, including accidents and incidents
- To undertake any other duties instructed by the Head.

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Person specification: Teaching Assistant

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Meet Teaching Assistant standards or equivalent qualification or experience	✓	
Excellent numeracy/literacy skills – GCSE standard in English and Maths essential	✓	
Level 2 or higher Teaching Assistant qualification or equivalent	✓	
Training in relevant learning strategies e.g. literacy		✓
Specialist skills/training in curriculum or learning areas e.g. bi-lingual, sign language, ICT		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience working with children of relevant age in a learning environment	✓	
Experience supporting children with SEND	✓	
Can use ICT effectively to support learning		✓
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies		✓
Good understanding of child development and learning processes		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Ability to work as part of a team, and lead when required.	✓	



Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	