

JOB SPECIFICATION

Job Title: **TEACHING ASSISTANT (Incorporates TEACHING SUPPORT ASSISTANT)**

Establishment:

JOB DESCRIPTION

Purpose and summary of job

The role of the Teaching Assistant (TA) is primarily to help to provide a happy, secure, caring and effective environment in which learning can best take place. The support provided is for the student, the teacher, the curriculum and the school. The role involves carrying out a range of tasks, under the direction of a Teacher or Instructor, from contributing to the general care of students and helping to assist in the delivery and evaluation of specific programmes.

Main Duties and Responsibilities:

Support for the student:

By carrying out the following duties as directed by the Teacher or Instructor:

- 1 To establish and maintain relationships with individual students and groups
- 2 To provide care and support for individual students and groups in formal, informal and new learning situations. This includes responding to health problems and helping the student with hygiene and personal/intimate care matters consistent with Personal, Social and Health Education programme
- 3 To enable students to participate in learning activities by providing support, as appropriate for their specific difficulties:
 - a) Communication and interaction difficulties.
 - b) Cognition and learning difficulties.
 - c) Behavioural, emotional and social development needs.
 - d) Sensory and/or physical impairment.
- 4 To help students develop their literacy and numeracy skills. This will also involve providing literacy and numeracy support to help them access wider aspects of the curriculum.

Support for the teacher(s)

By carrying out the following duties as directed by the Teacher or Instructor:

- 5 To provide effective support for colleagues by maintaining positive working relationships and developing your effectiveness in a support role. This involves helping inexperienced staff to develop their skills
- 6 To assist the teacher in organising the learning environment, preparing and maintaining materials and resources
- 7 To support the delivery of the curriculum by taking responsibility for working with groups or individuals, in a range of subjects and situations, under the direction and guidance of the Teacher or Instructor

- 8 To observe student performance, contribute to reports and maintain records as required, ensuring that confidentiality is maintained
- 9 To contribute to the planning and evaluation of programmes and activities
- 10 To support the use of information and communication technology in the classroom

Support for the school

- 11 To attend for work reliably and punctually
- 12 To know where to access Cambian Group policies and to be aware of and follow their contents
- 13 To promote positive behaviour by applying Cambian Group policy and implementing current programmes and strategies for all students with whom you work. This includes the use of appropriate physical interventions where necessary, having received training
- 14 To develop your own practice through the supervision and appraisal process, ensuring your training needs are identified and addressed
- 15 To use all communication channels effectively and attend meetings to support the smooth running of the education team.
- 16 To develop and maintain positive working relationships with other professionals and parents by attending case reviews, establishing phone contact and producing reports
- 17 To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cambian Group policies
- 18 To cover for an absent teacher for a short period of time, as requested within the following parameters:
 - Only where there is no supply teacher, other teacher or STA available to cover for the absent teacher
 - That secondary subject-related work/resources/videos suitable for use by TAs are available for the purpose of cover, in the appropriate subject bases
 - General subjects resources/PSHE videos and activities are available in the designated room, should subject-related material not be available
 - If the TA is required to cover beyond a number of sessions which in total in any half term equates to 20% of the establishment's normal number of weekly teaching sessions, remuneration for sessions covered by that TA during the remainder of that half term in excess of that 20%, will be enhanced to the appropriate STA rate.
[This is not a requirement for TSAs]
- 19 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Health & Safety

- 20 To contribute to the maintenance of a safe and secure learning environment. This includes taking the appropriate action in the event of an emergency

A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

Everything possible must be done to protect students and others from abuse of a physical, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

The contribution of this role:

By effectively carrying out this role, you will be contributing to a high quality learning environment which will help to maximise the students' attainments. The education we provide will be further enhanced if you keep abreast of current developments in best practice and use them to address the students' needs in both educational and social contexts. This will make an important contribution to achieving the Cambian Group's goals.

PERSON SPECIFICATION

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

Knowledge

- 1 Knowledge of general health, safety and welfare
- 2 General knowledge of child development/education
- 3 An awareness of actions or situations that might be considered as 'discrimination' and an understanding of how these can be prevented

Skills and Abilities

- 4 Ability to attend work punctually and reliably
- 5 Ability to supervise and support students in classrooms and off site and be able to use appropriate physical interventions effectively
- 6 Ability to effectively plan learning activities, including use of other support staff and to teach individuals and groups of students for short periods of time (not a requirement at TSA entry level)
- 7 Ability to demonstrate good organisational skills
- 8 Ability to build and maintain good relationship with students in order to motivate and encourage appropriately
- 9 Ability to establish and maintain positive relationships with work colleagues and external contacts
- 10 Ability to work flexibly in relation to tasks undertaken and groups/students allocated.
- 11 Ability to work effectively both under guidance and independently using initiative.
- 12 Ability to demonstrate good communication skills including ability to clarify and explain instructions clearly
- 13 Ability to demonstrate good literacy and numeracy skills to equivalent of at least GCSE (A-C) standard
- 14 Ability and willingness to attend required training and to apply knowledge and skills in a practical learning setting
- 15 Ability to produce legible, accurate and prompt written reports/records

Qualifications

- 16 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of the students or staff.
- 17 Teaching Assistant RGF level 3 ¹
- 18 Clean, current car driving licence (where minibus driving required)

Experience

- 19 Experience of working effectively as part of a team
- 20 Experience (2 years min) of successful relevant learning support work ²
- 21 Experience of relating positively to children/young people

Notes

¹ It is expected that all Teaching Assistants will be qualified to this level. Candidates without such a qualification may be appointed to a Teaching Support Assistant (TSA) 1 or 2 post, as appropriate to their experience, whilst working towards full certification.

² In addition to the qualification requirement¹, candidates with no experience may be appointed to a TSA 1 post. Those with more than one year but less than two years may be appointed to TSA 2 post, whilst it is accumulated.

Jobholder Signed.....Date

Manager Signed.....Date