

# TEACHING ASSISTANT

## JOB DESCRIPTION

### Primary Objective of Role

The primary purpose of the Teaching Assistant is to work under the guidance of teaching and senior staff and within to implement agreed work programmes with individuals/groups in and out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management and preparation of resources. The primary focus will be to support students in accessing the curriculum and assisting them to undertake and complete tasks.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Teaching Assistant comes into contact with.
- Promote, through motivating, challenging and supporting, a purposeful, disciplined, reflective, and thriving High Performance Learning environment, which aims to raise student expectations and self esteem
- Promote equality and enable the educational and social inclusion of all students
- Exhibit genuine passion and belief in the potential of every student
- Be aware of and have a commitment to equal opportunities for all
- Demonstrate warmth, humour and total commitment to young people
- Encourage student voice to promote the Vision, Mission and Core Values of Doha College
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Main Duties

- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Support children consistently whilst recognising and responding to their individual needs.
- Promote the inclusion and acceptance of all children within the classroom.
- Encourage to interact and work cooperatively with others and engage all students in activities.



- Promote independence and employ strategies to recognise and reward achievements and self-reliance. Implement agreed learning activities, adjusting activities according to responses and needs.
- Support the use of IT in learning activities and develop students' competence and independence.
- Help all students to access learning activities.
- Contribute to the overall ethos, work and aims of the school.
- Assist with preparing equipment, apparatus and display boards.
- Supervising children to and from the swimming pool, including changing, as appropriate. *This is a shared responsibility with the teacher.*
- Creating, Checking and tidying resources, maintaining a well organised working environment.
- Playground duties and monitoring of snack time.
- Working with groups of children at the direction of the teacher.
- Implementing school policies.
- Be prepared to undertake further professional development.
- Take part in the performance development process and meet formally with Line managers to review agreed targets.
- Contribute to the planning cycle, alongside the teachers.
- Any other duties required by the class teacher, Head of Year, Assistant Headteachers, or the Head Teacher, which is in the scope of the post.

Support staff are expected to work flexibly to enable the effective discharge of their professional duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time, following discussion between the line manager and member of staff, with changes proposed to the Head of Primary for endorsement.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

## Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.



# PERSON SPECIFICATION

## Key Requirements

### Qualifications

- G.C.S.E. (or equivalent) grade C or above in English and Maths (E)
- Minimum Secondary/High School Level Education (E)
- Relevant professional qualification will be preferred (D)

### Experience

- Experience of working with Primary children (D)
- Experience of developing and preparing resources (D)
- Some experience working with pupils with additional learning needs (D)

### Skills, Knowledge and Abilities

- Working knowledge of the EYFS, Key Stage 1 and 2 curriculum (D)
- An understanding of the principles of child development and learning processes and in particular barriers to learning (D)
- An understanding of how ICT can be used effectively to motivate children to learn (D)
- Effective communication skills (E)
- Highly organised and calm under pressure (E)
- Sensitive, caring and responsive to the needs of young people (E)
- Ability to work constructively as part of a team (E)
- Enthusiastic and good at motivating students (D)
- An understanding of classroom roles and responsibilities (D)
- Flexibility in terms of meeting the identified needs of the school community (D)
- Committed to self-improvement, staff development and contributing to team Improvements (D)

### Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school
- Ability to identify problems and bring creative solutions
- An outstanding communicator who is dynamic and innovative
- Flexible and adaptable, with energy, stamina and enthusiasm
- Be loyal and discreet
- Sensitive, caring and responsive to the needs of young people
- Empathetic, with excellent listening skills
- Kind and inclusive
- Strives for the highest standards at all times

### Ethos and School Values

- Committed to operating as an integral part of the school community
- Committed to Doha College's Values, our Vision and Mission
- Possess the desire to get involved in all significant aspects of Doha College school life
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure

