

JOB DESCRIPTION

Post:	Teaching Assistant
Pay Scale:	Scale 2
Location:	Kingsford Community School
Responsible To:	SENCo
Working Hours:	36 hours per week (term time only)
Working Pattern:	Full Time

The Role

To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. In your role you will be working with whole classes, smaller groups and individuals.

Main Duties and Responsibilities.

- To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers and SEN Staff.
- To give oral and written feedback to pupils on their attainment in order to promote further progress.
- To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
- To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
- To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
- In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
- Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
- To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.

- To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
- Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents. The scope of these duties is that which would generally be carried out by a parent.
- After adequate training, to carry out welfare duties in relation to the physical and care needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible. This excludes the medical procedures spelt out in point 22 of this job description.
- To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- To help train pupils in the individual and collaborative study skills necessary for learning.
- To work alongside other adults, including teachers, trainee teachers, and other support staff.
- To supervise pupils during breaks and/or lunchtimes if required.
- To maintain confidentiality at all times with regard to both supported pupils and the wider school.
- To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.

Equal Opportunities and School Vision

- To ensure and display commitment to the implementation of the school vision and Ethos.
- To be committed to the school's policies on Equal Opportunities and Learning Support, and inclusion.
- To be committed to the continual raising of levels of achievement for all our students.
- To work with confidentiality and sensitivity, which are essential when dealing with parents of our multi-ethnic school.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with General Data Protection Regulation (GDPR).
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Kingsford Community School is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. The school expects all staff and volunteers to share this commitment.

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Excellent standard of general Education, 5 GCSEs grades A* - C (including English and Mathematics) or equivalents			Application
A Levels			Application
Degree			Application
Experience of working with children (either paid or unpaid capacity), preferably in an education setting			Application/Interview
Experience			
Proven successful experience of working with children			Interview
Experience of working with SEN or EAL needs]			Interview
Strong ICT skills including understanding and use of databases and data analysis			Application
Knowledge and understanding of the importance of the Health and Safety and Safeguarding policies			Interview
Understanding of and commitment to work within the scope of the school's equal opportunities policy			Application/Interview
Knowledge and Skills			
Ability to lead and work as part of a team			Application
Able to form, and maintain a range of Teaching and Learning strategies			Application
Able to implement a range of Teaching and Learning strategies			Application
Able to communicate effectively with a range of people both in writing and orally			Application/Interview
Able to form and maintain appropriate professional relationships and boundaries with children and parents			Application/Interview
Excellent interpersonal and listening skills			Interview
Adaptable, flexible and able to defuse conflict			Interview
Calm under pressure			Interview
Able to organise and deliver classroom activities			Application/Interview
Able to deal with sensitive information and issues in a confidential manner and respond sensitively to pupils' needs			Application/Interview

General/Personal Qualities and Characteristics			
Have a caring and positive nature			Interview
Prompt, reliable and delivers with pace			Interview
Ability to work flexibly and collaboratively within a team environment			Interview
Willingness to attend and participate in meetings to review pupil progress and lead staff meetings			interview
Ability to monitor, evaluate and present information on pupil progress			Interview
Take ownership of own and others performance; collaborate to identify development and training needs and seek continuous improvement.			Interview
A commitment to high standards and expectations for self, staff and pupils			Interview

This job description may be subject to amendment or modification at any time following consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School’s policies and procedures and in compliance with the London Borough of Newham’s Equal Opportunities Policies and the school’s Code of Conduct. All the above duties are to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Employee