

Job Description: Teaching Assistant



Responsible to: Headteacher and SENCo

The Teaching Assistant is an essential member of staff who works to support teaching and learning. This may be

- a) whole class support or
- b) 1:1 support for an identified student.

The Teaching Assistant will work under the immediate direction of the SENCo and class teacher and will be expected to be proactive in managing their impact on student learning.

All duties listed must be carried out with regard to statutory frameworks within education in the interest of Safeguarding, Child protection and promoting the welfare of children, young people all staff and volunteers. Vita et Pax Preparatory School requires all staff to commit fully to the principles of Equity, Diversity and Inclusion in all aspects of daily practice.

Main Responsibilities/Accountabilities:

Support of Teaching & Learning

- Demonstrate strong academic foundation and understanding
- Effective communicator of concepts and ideas from the curriculum.
- Patient, supportive and encouraging to student(s)
- Creative, accurate adaptation of concepts and ideas from the curriculum
- Liaise effectively with the SENCo and class teacher to scaffold work appropriately.
- To maintain high expectations and standards for any student(s) under their care.
- To undertake cover supervision duties in the classroom when required.

Assessment

- Monitor student performance through direct and indirect means such as work scrutiny and pupil feedback
- Communicate effectively with staff and parents on student performance, using relevant data.
- Ensure children understand their learning and what they need to do to be successful.

Inclusion

- Ensure appropriate provision has been made in the classroom to ensure Inclusion for all.
- Ensure initiatives across the school foster and promote each child's self-image and self-esteem, establishing relationships that are based on mutual respect

Other duties

- Communicate and model the values of the school.
- To undertake lunchtime and breaktime supervision of play and management of behaviour
- To provide pastoral care for students where required.
- To provide First Aid where required.
- Attend staff meetings, training and other directed time as required by the Headteacher.

Essential skills

- Sound academic background, including qualifications in English and Mathematics
- Personal commitment to learning and self-development
- High levels of energy and commitment
- Sound communicator – written and verbal – with parents, pupils and staff
- Systematic and well organised
- Maintains confidentiality appropriately
- Honest, ambitious and hard working
- Competent in the use of IT
- Committed to the principles of equity, diversity and inclusion
- Committed to safeguarding the wellbeing of young people.

I agree to fulfil the duties outlined within this job description from the date stated.

Signed by:

Date:

Person undertaking responsibility

Signed by:

Date:

for and on behalf of Vita et Pax (Cockfosters) Limited