

## TEACHING ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

RESPONSIBLE TO: SLT, SUBJECT LEADER.

### OBJECTIVES

The purpose of the post is to complement and support the learning and wider needs of all students to ensure their outcomes at school are in line with expectations.

### KEY TASKS

- Work with the senior leadership team to plan and deliver activities for individual or small groups of students, delivering activities inside or outside the classroom.
- To support classroom teachers in raising standards of literacy and numeracy.
- To support students to take responsibility for their own learning.
- Build positive relationships with pupils, promoting high self-esteem and independence.
- Support pupils with routines and transitions
- Adapt communication style to respond to pupils according to their individual needs.
- Support with intimate care and hoisting with discretion and help students to develop independence.
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy
- To assist the teacher with the preparation of the classroom and appropriate resources.
- To participate in training and other learning activities as required.
- To supervise students on planned trips, visits and out of school activities as required.
- To contribute to the overall ethos of the school to ensure an environment which is calm, purposeful, and happy.

***Marshfields School is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with school policy and current legislation.***

### OTHER DUTIES

Any other reasonable duties as requested by the Headteacher.

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	EVIDENCE
<p><b>COMMITMENT</b></p> <p>A clear recognition of and commitment to aims and ethos of the school.</p> <p>Good attendance at work</p>	<p>Evidence of the commitment to education in the current post.</p>	<p>Letter of application</p> <p>Interview</p>
<p><b>QUALIFICATIONS</b></p> <p>A good basic level of education with at least 5 GCSEs including English and Mathematics at a grade 4.</p>	<p>A specialist qualification with evidence of an interest in continued training.</p>	<p>Application form</p>
<p><b>EXPERIENCE</b></p> <p>A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.</p>	<p>Successful experience in a school or college.</p> <p>Experience of supporting students who have special educational needs in an educational context.</p> <p>Clear practical strategies for supporting students.</p> <p>Experience of monitoring and evaluating learning leading to students making outstanding progress.</p>	<p>Interview</p> <p>References</p> <p>Letter of application</p>
<p><b>STAFF DEVELOPMENT</b></p> <p>An understanding of the importance of training.</p> <p>A proven desire to improve, with recent evidence of certified professional development.</p>	<p>Recent completion of a level 3 or higher qualification.</p>	<p>Letter of application</p> <p>Interview</p>
<p><b>RELATIONSHIPS</b></p>		<p>References</p>

<p>An ability to work with our students.</p> <p>Good listening skills, the ability to communicate effectively and to work as part of a team.</p>		<p>Interview</p> <p>Letter of application</p>
--	--	---