



## JOB DESCRIPTION - TEACHING ASSISTANT

<b>SCHOOL:</b>	<b>PARSONS GREEN PREP</b>
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<b>POST TITLE:</b>	<b>TEACHING ASSISTANT</b>
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**TERMS AND CONDITIONS:** Term time – Monday to Friday 8am to 5pm, plus occasional Saturdays and evening events as agreed. Statutory paid holiday cannot be taken during term time.

**PURPOSE OF POST:** Under the direction of the Head or a designated teacher to assist with the teaching, care and welfare of children within the school. Duties will include assisting the teacher in the delivery of the curriculum and work will be carried out in the classroom or outside the main teaching area.

The Teaching Assistant will work and support the learning of the pupils/children in any year group in this 4-1. They will be working with the teacher of a particular year group, as agreed by the Head, to support access to learning and provide general support to the teacher in the management of pupils and the classroom.

### Principle tasks

#### Support the Pupil by:

- Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Working under direct supervision to promote and safeguard the welfare of children for whom they are responsible for or with whom they come into contact.
- Work with small groups or one to one.
- Undertake general clerical and organisational support for the teacher.
- Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs.
- Promoting and reinforcing the child's self-esteem.

- Providing constructive feedback to pupils in a way that reinforces their self-esteem, handling complex and sensitive issues with empathy and understanding.
- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Encouraging pupils to act independently as appropriate.

**Support the teacher by:**

- Monitoring the needs of individual children and reporting these to their designated person as appropriate.
- Contributing to records of the children's development as required by the school.
- Assisting teaching staff in the planning and delivery of work programmes for individuals and groups of children. These programmes may be delivered in a supervised or unsupervised capacity.
- Employing a range of agreed school strategies to promote good behaviour and establish a purposeful learning environment.
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate.
- Supporting teaching staff by preparing resources required for learning activities and getting the classroom "learning ready" and clearing afterwards.
- Assisting the teaching staff in the smooth transition between year groups.
- Assisting with the display of pupils' work.
- Being aware of pupils' progress and achievements and report these to the teacher as agreed.
- Undertaking pupil record keeping as requested.
- Working within planned learning activities.
- Contributing to planning e.g. for individual pupils, general literacy/numeracy.

**Support the school by:**

- Being aware of the school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Undertaking any other relevant duties required by the school.
- Complying with Health and Safety policies, organisations statements and procedures, report any incidents, accidents, hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
- Contributing to, and sharing in, the life of Parsons Green Prep.
- Attending whole school and section meetings.

<p><b>Other activities</b></p> <p><b>N.B.</b></p>	<ul style="list-style-type: none"> <li>• Assist with the supervision of pupils before and after school as required.</li> <li>• Supervise children at break and lunchtimes as detailed on the Duty Rota.</li> <li>• Cover absent TAs as detailed on the Cover Rota.</li> <li>• Personal development through training and other learning activities including performance management, as required.</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required</li> </ul> <p><i>The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time</i></p>
<p><b>Experience, education and training. Qualifications</b></p>	<p>A successful Teaching Assistant will have various prerequisite skills and qualifications needed to do the job well, these include:</p> <ul style="list-style-type: none"> <li>• Ability to communicate clearly with Teachers and children.</li> <li>• Ability to create an encouraging learning environment for children.</li> <li>• Active listening skills.</li> <li>• Understanding and sensitivity towards children.</li> <li>• Excellent knowledge of lessons that children are required to learn in class.</li> <li>• Ability to carry out tasks involving a computer or other device.</li> <li>• Ability to remain calm during stressful situations.</li> <li>• Willingness to work on different activities conducted inside and outside school premises.</li> <li>• The Teaching Assistant must have a relevant Teaching Assistant qualification: A further or higher education certifications from a college including at least a Level 3 Diploma in Childcare and Education or a Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools. In addition, the Teaching Assistant must have at least two General Certificate of Secondary Education (GCSEs) at grades 9 to 3 for a Level 2 course or a minimum of four GCSEs at grades 9 to 4 for a Level 3 course. A Bachelor's Degree in Education or a related field is also a plus.</li> </ul>
<p><b>Contacts</b></p>	<ul style="list-style-type: none"> <li>• Head, Senior Leadership Team, teachers and all school staff, both permanent, temporary, specialist teachers.</li> <li>• Parents/relatives and carers – existing and prospective</li> </ul>
<p><b>Personal Specification</b></p>	<p>Skills</p> <ul style="list-style-type: none"> <li>• Highly developed communication skills, able to demonstrate effective listening skills with the ability to tailor their communication to meet the needs of others.</li> <li>• Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.</li> <li>• Ability to self-reflect and accept constructive guidance for personal improvement and professional development.</li> <li>• Confidence to act on own initiative in situations that require immediate action (e.g. safeguarding).</li> </ul>

	<ul style="list-style-type: none"> <li>• Administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</li> </ul> <p>Attitude/approach</p> <ul style="list-style-type: none"> <li>• A sensitivity to the needs of young children</li> <li>• Personal integrity, honesty, energy, resilience and ability to multi-task</li> <li>• A willingness to give generously of their time to support school events and activities.</li> <li>• Commitment to personal development and lifelong learning</li> </ul> <p>Knowledge and Understanding</p> <ul style="list-style-type: none"> <li>• Knowledge of equality of opportunity and diversity and how they can be supported in schools.</li> <li>• An understanding of the importance of the culture and ethos of a school in securing high standards and of strategies for improving these.</li> <li>• Good understanding of effective strategies for gaining and maintaining high standards of children’s behaviour at whole school level, in accordance with the school’s policy.</li> <li>• Good up to date understanding of child protection issues and procedures.</li> <li>• To have a good personal presence, good communication skills and a sense of humour.</li> </ul>
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<b>Essential attributes</b>	
	<ul style="list-style-type: none"> <li>• The ability to perform effectively the duties outlined in the job description; the ability to demonstrate a pro-active approach in taking responsibility for the quality of one’s own work.</li> <li>• Willingness to work within organisational procedures, processes and to meet required standards for the role.</li> <li>• Display a commitment to the protection and safeguarding of children. Accept the need for continuing development and training, particularly in ensuring up to date training is undertaken in matters relating to safeguarding children, and health and safety.</li> <li>• Interpersonal skills; respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.</li> <li>• Ability to use one’s own initiative- taking the lead when necessary.</li> <li>• The ability to work flexibly; work well under pressure, meet deadlines and manage time effectively.</li> <li>• A belief in, and commitment to, the school’s aims and ethos.</li> <li>• A strong record of attendance and punctuality.</li> </ul>