



Eaton Square School

Teaching Assistant Job Description

Duties and Responsibilities

1. Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures
- Support pupils to understand instructions
- Support independent learning and to promote the inclusion of all pupils
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils
- Under the guidance of a teacher monitor, assess and record pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate
- Support pupils with SEND needs as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures
- Contribute to pupil's plans and reports
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Work with pupils not working to the normal timetable using Teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested
- Invigilate examinations and tests
- Provide cover to supervise a class and/or small group on an unexpected no timetabled basis only

- Assist in escorting and supervising pupils on educational visits and out of school activities
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant
- Maintain a clean, safe and tidy learning environment
- Support children's learning through play and planned learning activities
- Support pupils in developing and implementing their own personal and social development
- May be asked to administer medications subject to agreement and in line with school policy
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
- Monitor and manage stock and supplies for the classroom
- Prepare and present displays
- Provide support to pupils who have communication difficulties also where English is an additional language;

2. Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Maintain good relationships with colleagues and work together as a team
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

3. Person Specification

The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

Attributes	Essential Criteria	Desirable criteria
Knowledge and skills	<p>Understanding of how to monitor and track the progress of pupils</p> <p>Understanding of how, as an adult in an education environment you can create a culture of high expectations</p> <p>Understanding of safeguarding knowledge of child learning processes and SEN</p> <p>Ability to overcome communication barriers with children and adults</p> <p>Ability to understand and implement School's behaviour management policy</p> <p>Good understanding of School's curriculum</p>	<p>Proven ability to manage a demanding workload, work under pressure and deal with conflicting demands</p> <p>Experience of working with collaborative partnerships</p>
Personal Attributes	<p>Proven ability to think both strategically and creatively</p> <p>Ability to use initiative to respond to unexpected problems using recognized procedures and policies as a guide</p> <p>Excellent communication skills (including written, oral and presentation skills)</p> <p>A commitment to safeguarding and promoting</p>	

	<p>the welfare of children and young people</p> <p>Demonstrably professional, honest and loyal</p> <p>Flexible and open to continuous change</p> <p>Commitment to our pupils and their learning, wellbeing and safety</p> <p>Ability to work effectively within a team</p>	
Experience	<p>Experience of coaching young people</p> <p>Experience of using strategies to manage challenging behaviour</p> <p>Experience of supporting young people of all abilities including those with SEN, EAL and /or who are Gifted and Talented</p> <p>Experience of delivering specific intervention programmes</p>	<p>Experience working within a school setting</p> <p>Experience of developing and delivering consistently effective monitoring and tracking of pupils' successes and areas for development</p>
Qualifications	<p>Educated to Level 3 in related discipline</p> <p>Evidence of continuous professional development</p>	First Aid qualified

Eaton Square is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.