

**JOB DESCRIPTION:                      TEACHING ASSISTANT**

**RESPONSIBLE TO:**                      Teacher/ HLTA/ Senior Teaching Assistant.

**JOB SUMMARY:**                      Responsible, under the direction of the teacher in charge to work with individual pupils or to work with small groups. To support access to learning for pupils and to provide general support to the teacher in charge with regard to the management of pupils in and out of the classroom.

**HOURS OF WORK**                      A minimum of 195 days per year (Term Time Only, 39 weeks of the year). Your actual hours of work will be by arrangement with the Head of Education / Principal. The school staff are expected to facilitate after school clubs. The school generally operates working 8 hours a day (40 hours per week). There is a requirement to attend training days which may fall within the school holiday periods.

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**DUTIES AND RESPONSIBILITIES**

As a teaching assistant you will be required to undertake a range of responsibilities and duties as set out below:

**Support for Pupils:**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Provide pastoral support for pupils.
- Provide information and advice to enable pupils to make their own choices with regard to learning and behaviour.
- Implement Behaviour Management Policy Procedures.
- Assist with the implementation of Individual Education and Behaviour Plans (IEPs/IBPs).
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.

- Encourage pupils to act independently as appropriate.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievements under the guidance of the Teacher.
- Encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with Parents / Carers.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- Provide clerical / administrative support e.g., photocopying, typing, filing, collection of money, administering of coursework.

#### **Support for the Teacher:**

- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities.
- Prepare the classroom as directed for lessons, this would involve assisting with the planning, delivery and evaluation of the learning activities, as directed by the teacher and clear away afterwards and assist with the display of pupils work.
- To exercise physical interventions as outlined in the school's Behaviour Management Policy.
- Undertake pupil record keeping as requested.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Liaise sensitively and effectively with parents/carers as agreed with the Teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Support the Teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather and report information from and to parents or carers as directed.
- Use strategies, in liaison with the Teacher to support pupils to achieve learning goals.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and procedures.

#### **Support for the Curriculum:**

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Support pupils to understand instructions.

- Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years, recording achievements and progress and feeding back to the Teacher.
- Help pupils to access learning activities through specialist support, if required.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/ resources required to meet lesson plans / relevant learning activities and assist pupils in their use.

**Support for the School:**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Contribute to the overall ethos, work and aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes and break.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required. and take responsibility for a group under the supervision of the Teaching Assistants.
- Attend and participate in relevant meetings as required.
- Any other duties as may reasonably be expected.

**PERSON SPECIFICATION  
Teaching Assistant**

Category	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>			
Good standard of education to GCSE/or equivalent Grade C in English and Maths.	✓		Application form/ Selection process
NVQ 2 for Teaching Assistants or equivalent qualifications or experience and will have been trained in the relevant learning strategies, e.g. literacy.	✓		
Good numeracy/literacy skills.	✓		Application form/ Selection process
<b>Knowledge &amp; Experience</b>			
To have an understanding of the National Curriculum.	✓		Application form/ Selection process
To have worked in an education environment.	✓		Application form
Appropriate knowledge and training of first aid.	✓		Application form/ Selection process
<b>Skills &amp; Abilities</b>			
Ability to use a computer to use Microsoft Office packages, predominantly Word, Email.	✓		Application form/ Selection process
Able to engage appropriately with pupils, adults and develop rapport.	✓		Application form/ Selection process
Able to recognise conflict and challenging behaviours with pupils and willing to address behaviours once trained.	✓		Application form/ Selection process
Able to engage in a variety of activities to support the teacher and enable individual learning.	✓		Application form/ Selection process
Able to form and sustain positive and professional working relationships, managing personal and professional boundaries .	✓		Application form/ Selection process

Ability to work flexibly and constructively as part of a team.	✓	Application form/ Selection process
Good communication skills (written and verbal).	✓	Application form/ Selection process
Able to demonstrate a genuine desire and interest in working with children and adults.	✓	Application form/ Selection process
Committed to anti-discriminatory practice and anti-oppressive approach and able to translate this attitude into practice.	✓	Application form/ Selection process
Able to work during school term-times.	✓	Application form/Interview
Commitment to personally undertake further training and development, attending appropriate training.	✓	Application form/ Selection process

**This position involves occasionally travelling to various locations to take young people to appointments, training etc. It is therefore expected that you can fulfil this requirement.**