



**NORTHOLT
HIGH SCHOOL**

Committed to Excellence

Northolt High School
Job Description
Teaching Assistant

Job Title:	Teaching Assistant
Grade:	SCP7
Line Manager:	Director of Inclusion / line manager of SEND/EAL
Supervisory Responsibility:	None, apart from assisting in work familiarisation of new members of staff
Hours:	35 hours per week
Weeks:	Term time only

Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.

Support for the teacher

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.



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- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

Support to the school

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

Support for the curriculum

- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.



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Person Specification
Teaching Assistant

Essential Requirements

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed with the expectation of being able to meet these requirements.

Education and experience

- Good numeracy and literacy skills.
- Experience of working with relevant age groups within a learning environment.
- Experience of general clerical/ administrative work.
- Experience in a relevant discipline.

Knowledge, skills and abilities

- Ability to work well as part of a team.
- An understanding of classroom roles and responsibilities.
- Able to use basic ICT including computer, audio, video equipment and photocopier.
- Good keyboard skills and knowledge of relevant ICT packages
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Ability to relate well to children.
- Ability to relate well to adults.
- Ability to observe, monitor and provide constructive feedback on pupils progress.
- Ability to provide necessary personal care to children.
- Ability to successfully complete first aid training as required.
- Ability and willingness to identify own training needs and participate in training.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school