

# Teaching Assistant

## Job Description

**Department:** Education / Student Support

**Direct Reporting Line:** Class Teacher, Head of School

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### Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including, receipt of high quality references, proof of relevant qualifications, identification and police checks, including overseas checks.

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### Job Purpose:

To assist in promoting the learning and personal development of the named student(s), providing a learning environment that supports their developmental and educational needs, under the overall direction of the class teacher and Year/Grade Leader.

### Key Relationships (Internal and External):

Teachers, Students, Parents, Student Support Team, School Counsellor, Principal and other members of the school management team, external agencies as required.

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### Key Accountabilities:

- Work within the framework set by the assigned teacher and Year/Grade Level Leader, outlining the TA's role in lessons including how they will provide feedback to the named student(s) and colleagues on learning and behaviour
- Supervise and facilitate individual support for the named student, with particular reference to Individual Education Plan (IEP) / pupil passport targets, ensuring their safety and access to learning activities
- Provide informal feedback to the named student in relation to progress and achievement under the guidance of the teacher
- Record and share with the teacher, colleagues and supporting professionals, issues of concern and positive feedback about the student's welfare and achievements
- Contribute to the well-being of the children in terms of physical, emotional and social needs
- Attend any staff meetings and Professional Development days as requested and required by School
- Accompany student to Extra Curricular Activities outside of school hours, if required and as agreed by the School
- Carry out any other tasks of a similar nature as directed, including being flexible to support in other areas of the school as and when required; on occasions this may involve supporting other students, for instance if the named student is working in a collaborative setting
- Adhere at all times to the School's Safeguarding and Child Protection Policy, ensuring all concerns are immediately passed on to the school's Designated Safeguarding Lead(s).

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### Person Specification:

**Education:** Minimum High School Education in English and Maths, preferred but not essential.

**Experience:**

Experience or aptitude for working with and supporting students of ranging abilities, various ages and with special educational needs.

Previous teaching or teaching assistant experience preferred.

**Competencies:**

- Good levels of written and spoken English
- Enthusiasm, commitment and aptitude for working with students
- Good team player, able to work well as part of a team
- Confidentiality and empathy

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**Acceptance and Approvals**

**Confirmed by TA:**

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date: