

# JOB DESCRIPTION

## Teaching Assistant

**Post:**

Teaching Assistant

**Purpose:**

To challenge educational and social disadvantage by working with the Head of School to lead a healthy school in order to achieve the highest possible standards and prepare all our students to lead successful lives.

**Core Duties and Responsibilities:**

- Live the mission and values every day.
- Be a highly visible, consistent and supportive presence in and around the school; serve and support the staff and students.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and deliver exceptional outcomes.
- Sustain the aims and objectives of the school and support the establishment of policies through which they will be achieved; manage staff and resources to that end; and monitor progress towards their achievement:  
**- to encourage intellectual curiosity, critical perception and respect for learning. We strongly encourage individual responsibility, self-esteem and confidence as well as care, concern and respect for others.**
- Uphold the principles of transparency, integrity, and probity
- Promote the school in a positive light in person and through all appropriate forms of media (do not use images of students or staff without school permission).
- Implement and model strategies that secure high standards of teaching, student behaviour and attendance.
- Monitor, evaluate and review practice and promote improvement strategies.
- Hold self and others to account with integrity and honesty
- Successfully manage own workload and that of others.
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- Endeavour to be able to deputise and backfill functions across the school
- Support students throughout the day by fulfilling pastoral responsibilities
- Participate in, and lead, coaching; work in effective partnership with other leaders
- Engage fully in the schools appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the school's goals and RAP.
- Consistently implement all school policies.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead and use school system.
- Take time to listen to the views of team members.
- Challenge underperformance at all levels with effective corrective action.

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### **Specific Duties and Responsibilities:**

- Support teachers with: planning lessons, delivery of lessons and evaluating lessons.
- Develop your understanding of the students you work with, in order to better meet their needs.
- Extra-Curricular: to plan and lead activities confidently and competently
- Student Character: to spend time with students and support them in developing productive characters – by referring to the school DNA.
- Keep up to date with any changes in learning and teaching related to your subject area, including DfE guidance and curriculum changes and ensure staff are kept informed

### **Teaching Responsibilities:**

- Set high expectations so that all pupils are inspired, motivated and challenged to reach their full potential
- Create a positive climate for learning, by explicitly teaching lesson routines and applying behaviour systems consistently and fairly
- Plan and support well-structured lessons which allow adequate time to embed new knowledge, understanding and skills and are responsive to pupils' misconceptions
- Nurture every pupil's intellectual curiosity, asking pertinent questions to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions
- Provide pupils with feedback aimed at moving their learning forward
- Review and reflect on each assessment to identify gaps in pupil learning and take steps to address them
- To support the planning and delivery of lessons across the curriculum.
- All external communication is to be vetted by the Head of School – *this is to ensure consistency and clarity.*
- Carry out any other reasonable duties as requested by the Head of School.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

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**Post:**  
Subject Associate

<b>Criteria:</b>	Qualifications and Professional Development	<b>Assessment method:</b>	A, I, R
<b>Essential:</b>	a. Hold relevant qualifications at a level equivalent to at least NVQ Level Three b. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level Two (or by test).		
<b>Desirable:</b>	a. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. b. Good numeracy/literacy skills Willingness to participate in other development and training opportunities		

<b>Criteria:</b>	Skills	<b>Assessment method:</b>	A, I, R
<b>Essential:</b>	a. be able to maintain effective record keeping Ability to supervise groups of students b. Ability to self-evaluate learning needs and actively seek learning opportunities c. Ability to support/instruct other TA's and support staff d. Ability to effectively use ICT to support learning, or to undertake training to do so Knowledge of the requirements of the national literacy and numeracy strategies. f. Good organisational and time management skills g. Able to form and maintain appropriate professional relationships and boundaries with children and young people h. Ability to deal with sensitive information in a confidential manner.		
<b>Desirable:</b>	a. Awareness of legislation relating to child protection		

<b>Criteria:</b>	Experience	<b>Assessment method:</b>	A, I, R
<b>Essential:</b>	a. A well-grounded and inspirational individual b. Effective computing skills for both teaching and management c. Relevant work experience in a similar background within a Primary/Secondary setting d. Understanding of relevant policies/codes of practice and awareness of relevant legislation e. Experience of working with SEND		
<b>Desirable:</b>	a. A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting		

<b>Criteria:</b>	Other requirements	<b>Assessment method:</b>	A, I, R
<b>Essential:</b>	a. A positive interest in working with children b. Adaptability, ability and willingness to work constructively as part of a team c. Ability to work calmly and with patience d. To build positive relationships with both student and parents/carers e. Empathy with young people facing barriers to their learning g. Emotionally literate e. The ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection f. A caring, people person who is approachable, empathic and who demonstrates commitment to the well-being of staff, as well as students		
<b>Desirable:</b>	a. To be a positive role model to other staff and students.		