

# Job Description

## Teaching Assistant



Committed to excellence

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<b>Job title:</b>	Teaching Assistant
<b>Grade:</b>	NJC SCP 12-17 (£21,640 - £23,131) This salary is for term time only and includes London weighting
<b>Hours:</b>	35 hours per week, term time only
<b>Responsible to:</b>	Director of Inclusion
<b>Supervisory responsibility:</b>	None, apart from assisting in work familiarisation of new members of staff

### 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.
- 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.

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

## Person Specification

### 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