

# Teaching Assistant – Job Description and Person Specification



<b>POST TITLE:</b> <b>Teaching Assistant (Intermediate Level)</b>	<b>WORKING HOURS:</b> <b>31.25 hours/week Term time only</b>	<b>GRADE:</b> <b>APT &amp; C Scale 3, Point 5-6</b>
<b>RESPONSIBLE TO:</b>	<b>Class Teacher/Tutor and Senior Teaching Assistant or Higher-Level TA</b>	
<p>Beatrice Tate School is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.</p>		
<p><b>PURPOSE OF THE JOB:</b></p> <p>Teaching Assistant's:</p> <ul style="list-style-type: none"> <li>• support students', individually or in groups, so they can access the curriculum, take part in learning, and raise standards of achievement for all students;</li> <li>• promote students' independence, self-esteem and social inclusion; and</li> <li>• ensure all students' safety and welfare.</li> </ul>		
<p><b>DUTIES AND RESPONSIBILITIES</b></p> <p><b>Teaching and learning</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students.</li> <li>• Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities.</li> <li>• Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning.</li> <li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures.</li> <li>• Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.</li> <li>• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.</li> <li>• Observe student performance and pass observations on to the class teacher.</li> <li>• Supervise a class if the teacher is temporarily unavailable.</li> <li>• Use ICT skills to advance students' learning.</li> <li>• Undertake any other relevant duties given by the class teacher, Tutor, Senior or Higher-Level TA.</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role</li> <li>• Read and understand lesson plans shared prior to lessons</li> <li>• Prepare the classroom for lessons</li> </ul> <p><b>Working with staff, parents/carers and relevant professionals</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher</li> </ul>		

- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents/guardians by providing feedback on student progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Make a positive contribution to the wider life and ethos of the school.

## Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Provide support with regard to the personal care and health and medical needs of students.

## Professional development

- Maintain knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## Safeguarding

- Follow statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school

## PERSON SPECIFICATION

CRITERIA	QUALITIES	
	(E) – Essential Criteria	(D) – Desirable Criteria
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) (D)</li> <li>• GCSEs at least Grade 4 (Grade C) including English and maths (D)</li> <li>• Experience of working with SEND learners or young people (E)</li> <li>• Experience of supporting teaching and learning activities (E)</li> </ul>	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy, numeracy and organisational skills (E)</li> <li>• Ability to build effective working relationships with students and adults (E)</li> <li>• Skills and expertise in understanding the needs of all learners (D)</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs (D)</li> </ul>	

# Teaching Assistant – Job Description and Person Specification

	<ul style="list-style-type: none"><li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and learners (D)</li><li>• Excellent verbal communication skills (E)</li><li>• Active listening skills (E)</li><li>• The ability to remain calm in stressful situations (E)</li><li>• Knowledge of guidance and requirements around safeguarding children and young people (E)</li><li>• Good ICT skills, particularly using ICT to support learning (E)</li><li>• Understanding of roles and responsibilities within the classroom and whole school context (D)</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Enjoyment of working with children (E)</li><li>• Sensitivity and understanding, to help build good relationships with students (E)</li><li>• A commitment to getting the best outcomes for all learners and promoting the ethos and values of the school (E)</li><li>• Commitment to maintaining confidentiality at all times (E)</li><li>• Commitment to safeguarding students' wellbeing and equality (E)</li><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• Capacity to inspire, motivate and challenge children and young people</li></ul>

## NOTE:

This job description and person specification may be amended at any time in consultation with the post holder.

**Last review date:** May 2025

**Next review date:** May 2026

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Safeguarding Statement

At Beatrice Tate School, we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.