

## Teaching Assistant Description and Person Specification

### Full time position



We require a dynamic, ambitious, Teaching Assistant to support and assist our skilled and committed teaching staff in our Senior School (Year 3 - 11). You should be a committed professional, who is willing to go the extra mile in support of the School, and who has a proven track record of excellence.

### **Job description**

To support and complement the work of teachers by:

### **Teaching and Learning**

- Helping plan lessons that reflect the programme of study and schemes of work and assisting teachers in delivering the curriculum
- Preparing resources and displays, maintaining an attractive and stimulating learning environment that showcases and celebrates pupils' work and achievements
- Responding to individual needs by personalising resources for an individual or a small group of children
- Be vigilant and mindful of any pastoral issues and inform the appropriate member of staff without delay
- Supporting the teacher in behaviour management, following the School's Behaviour Management and Exclusion Policy
- Assisting with assessing, recording and reporting (including verbal feedback to teacher) on pupil progress and attainment
- With the support of the teacher, using current pupil data to identify areas of strength and weaknesses in order to provide appropriate support to create a differentiated setting if necessary.
- Mark any work as appropriate, and if requested, following the School's Marking and Feedback Policy
- Planning with the teacher and year group team specific strategies and targets for improvement, supporting and challenging pupils.
- Liaising, if necessary, with the SENDCO, including undertaking small group sessions with pupils.
- Hearing daily reading of the pupils in the class and liaising with the teacher regarding pupil progress.
- Be confident in the use of synthetic phonics for blending and segmenting when reading with children.
- Assist in the promotion of development and learning (physical, social, emotional and behavioural)
- Taking responsibility of the class in the absence of the teacher
- Accompany pupils on School outings, assisting with the supervision of pupils
- Contribute to risk assessments as required
- Helping with administrative duties such as photocopying and filing of pupils' work
- Making a contribution to organising effective learning environments and maintaining appropriate records

- Monitoring pupil progress and record achievement/progress as directed
- Administering routine tests
- Supporting the use of IT and develop pupils' competence and independence in its use
- The ideal candidate will be keen to further advance the use of IT within the School.
- Supporting the preparation and delivery of school productions and performances, as required.
- We are committed to providing a stimulating and interesting programme of before and after school care. There may be a requirement to work in After-School Club and you should be willing to take on any additional responsibilities asked of you.

## **Pastoral care**

- Attending to pupils involved in minor accidents or incidents and look after their hygiene and health requirements
- Participating in the development and maintenance of home-school links by establishing excellent relationships with parents
- Undertaking any break duties assigned by the Deputy Head or Head
- Maintaining the order and cleanliness of the classroom environment and classroom equipment
- Setting a good example in terms of personal presentation, attendance and punctuality
- Taking appropriate action related to any problems or emergencies that occur during the lesson or School day
- Complying with all school policies – particularly those on child protection, health and safety, confidentiality and data protection
- Assisting pupil, on occasional basis, with personal hygiene routines
- Assisting pupils with lunch routines
- Promoting good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy

## **Induction, in-Service training and review**

- Identify any training needs, in consultation with their line manager
- Take part in appropriate professional review procedures
- Ensure they have read the Staff Handbook and other relevant school policies
- Attend school INSET days and take part in training as appropriate
- Attend all School INSETs and training deemed necessary by the Senior Leadership Team, Subject Coordinator or any other relevant member of staff.

## **General**

- Attend and contribute to staff meetings as required
- Provide office cover if required (training will be given)
- Help in the ordering of exercise books and art and craft materials
- If required, attend all school events taking place within the normal function of the school day and those that take place on evenings and weekends

- Attend the school Fete
- Be supportive of the Friends of Abercorn
- Conform to the disciplinary code of the school
- Actively promote the school within the community
- Every member of staff is encouraged to contribute to the development of the School's policies and practices. You will be required to form positive relationships with all members of the School team and to support your colleagues. You should be willing to share new ideas and be confident to carry out these ideas

## **Qualifications**

### **Essential**

- GCSE level or above qualifications, including grade C or above in English, Maths and Science
- Confident in their use of IT

### **Desirable**

- Paediatric First Aid qualification
- Teaching Assistant qualification (Preferably level 3 or equivalent)
- Experience of working in a school or educational setting

## **Personal specification**

The successful candidate will be:

- Passionate and knowledgeable about children's development and learning.
- Innovative, imaginative and creative.
- Patient, calm and highly organised and be capable of acting upon your own initiative
- Positive and caring.
- Good communicator.
- Confident in their use of IT and willing to embrace technology in a School environment.
- Confidence when dealing with parents is necessary and you are expected to be able to form positive relationships with our supportive parent body.
- First Aid – a willingness to take on both full and paediatric First Aid responsibility for the site (training would be provided).
- A willingness to work in all year groups to ensure a sound knowledge of practice and timetables of TAs across the age range.