



Akiva School  
 The Sternberg Centre for Judaism  
 80 East End Road  
 Finchley, London  
 N3 2SY  
 Tel: 020 8349 4980  
 Email: [sosborne@akivaschool.org](mailto:sosborne@akivaschool.org)  
 Headteacher: Claire Silver

## Teaching Assistant Job Description

Job title:	<b>Teaching Assistant</b>
Reports to (job title):	<b>SENCo or Deputy Head</b>
Level and scale point:	Scale 5-7
Contract:	Permanent – 8:15a.m. – 4:15p.m. Term time only
Purpose of the Job:	<ul style="list-style-type: none"> <li>• Support the teacher in the classroom and in preparation for lessons.</li> <li>• Support children in their educational and social development.</li> <li>• Provide extra support for pupils with special educational needs or disabilities.</li> <li>• Provide extra support for pupils with English as an additional language.</li> </ul>

### Main duties/responsibilities

General Duties
Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support and provision for the pupils.
To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries.
Promote Akiva as an inclusive community valuing resilience, kindness, respect and integrity.
Be able to work under your own initiative and be sensitive to the procedures and protocols of Akiva.
Supporting children on an individual, small group or whole class basis.
Help class teacher to develop learning programmes and activities and adapt materials.
Assist the teacher with a range of administrative tasks
Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
Create or support the teacher to create of children's work or to enhance learning.
Assist with supervision of pupils out of lesson times, including after school and regular duties at lunchtime.
Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

### **Supporting Pupils**

Establish constructive relationships with pupils and interact with them according to individual needs.
Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
To work with individuals & groups both within and outside the classroom setting
Help students to manage and resolve conflict by using and teaching them a variety of strategies.
Running interventions to develop pupil confidence and resilience.
Aid learning as effectively as possible by splitting up tasks, clarifying instructions, modeling use of equipment and helping pupils to concentrate and finish their work.
Challenge and motivate pupils, promote and reinforce self-esteem.
Provide information and advice to enable pupils to make choices about their own learning/behaviour/
Promote independence and employ strategies to recognise and reward achievement and self-reliance.
Listen to children read and read to children.
Look after children who are upset or have had accidents.
Support use of IT and computing in learning activities and help develop children's competence and independence in its use.

### **Feedback, Record Keeping and Assessment**

Provide feedback to children in relation to progress and achievement under the guidance of the teacher.
Observe and monitor pupil progress, recording and maintaining records of pupils' development and progress.
Provide detailed and regular feedback to teachers on pupils' achievement, progress, attitude to learning, etc.
Record all intervention programmes on Edukey
Regularly monitor and reward the achievement of children working with whom you are working.

### **Staff Development**

Attending in-service training (INSET) and undertaking continuing professional development (CPD).
Participate in relevant staff meetings and other relevant meetings.
Being actively involved in the performance management review process.

### **Commitment to Equality**

To deliver Akiva's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services delivered.
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### **Safeguarding Responsibilities**

In accordance with Akiva's commitment to follow and adhere to the Department for Education's 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.

You are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in Akiva.

All staff are required to maintain appropriate professional boundaries in relationships with all members of the Akiva community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the pupils at Akiva.

You are required to have satisfactory Enhanced DBS clearance. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times.

You will be expected to present a consistently positive image of Akiva and uphold public trust and confidence at all times

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Akiva or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

### **General Expectations**

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

### **Conditions of Employment**

- The post is subject to an enhanced DBS disclosure and suitability check.
- The job description may be amended at any time according to the changing priorities of the school as identified within the school's development plan, after discussion with the post holder.