

TEACHING ASSISTANT



JOB DESCRIPTION

KEY PURPOSE

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom, particularly children with Special Educational Needs.

MAIN RESPONSIBILITIES AND DUTIES

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Follow specific programmes or planning in order to support children with access to learning.

Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- Support pupils to understand instructions
- Support pupils with special resources / planning to help them access the curriculum
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

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OTHER

Data Protection

- It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

PERSON SPECIFICATION

Experience

- Working with or caring for children of relevant age in an educational setting

Qualifications

- Participate in development and training opportunities with a view to enrolling on the DfES Teacher Assistant Induction Programme.

Knowledge/Skills

- Appropriate knowledge of first aid
- Use basic technology – computer, video, photocopier
- Ability to work as part of a team
- Commitment to ensuring every child achieves their full potential
- Demonstrate excellent communication skills; oral and written
- Dedication to ongoing personal and professional development
- Positivity, enthusiasm, drive, adaptability and resilience
- Ability to develop meaningful working relationships