

## **Job Description for Teaching Assistants**



*To work under the instruction and guidance of teaching and senior staff to:*

- *undertake classroom and school wide work*
- *provide care for pupils*
- *carry out pupils support programmes*
- *enable access to learning for pupils*
- *assist the teacher in the management of pupils and the classroom.*

*Work may be carried out in the classroom or outside the main teaching area. Work may take place anywhere within the school as necessary and will not be restricted to one class.*

The role of a teaching assistant may involve the following:

### **SUPPORT FOR PUPILS**

- 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
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with the development and implementation of Individual Education Plans, Behaviour Plans and Personal Care programmes
- Promote self-esteem and independence
- Have a total communication approach towards pupils at all times
- Support pupils consistently whilst recognising and responding to their individual needs
- Participate in assessment of pupils, e.g. lesson reviews, P-levels, observations
- Carry out a variety of therapy programmes with support of therapists, including hydrotherapy.
- Support pupils in specialist areas, e.g. swimming at the leisure centre, hydrotherapy pool, sensory room, soft play room
- Support pupil learning during the lunch time and play times

### **SUPPORT FOR THE TEACHER**

- Work with the teacher to establish an appropriate learning environment, including meeting regularly with the class team
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. and participate in record keeping
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school Positive Behaviour Policy and guidelines regarding physical intervention
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Under the guidance of the teacher monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against learning targets
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as directed
- Support the class when the teacher leaves the room for short periods. Occasionally, in the absence of a teacher, a supply teacher may not be practical or available. At such times, assistants would be

expected to continue the routine of the class to the best of their ability. A teacher working elsewhere in the school will have an oversight of the class in this case. To assist in the setting up and clearing away of equipment in the classroom and in other areas

- To work with individual pupils and small groups on tasks specified by the teacher

## **SUPPORT FOR THE CURRICULUM**

- Prepare and maintain equipment/resources required for lessons as directed by the teacher and assist pupils in their use
- Support pupils to understand instructions
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Use ICT effectively to support learning activities

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Demonstrate excellent attendance and punctuality, taking responsibility for one's own health
- Be aware of and ensure that all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a pupil/group under the supervision of the teacher
- Help keep classrooms, all learning areas and outdoor play areas tidy, well organised and hygienic
- Administer first aid and medicine where appropriate and in accordance with the school policy
- Assist with the arrival and departure of pupils on school transport
- Participate in whole school activities where appropriate such as concerts, parent's evenings, sports days, and other occasional after school activities by agreement

## **COMPLETING AND SUBMITTING YOUR APPLICATION**

- Ensure that you have addressed the job description and person specification and have demonstrated how your skills meet the criteria. **If you do not do this, you will severely reduce your chances of being short-listed for interview**
- Your supporting statement should be no more than three A4 pages
- You will be expected to visit the school as part of the selection process. There will be a short written task during the visit. Please advise if you require reasonable adjustments to be made
- Applications should be either emailed to [jobs@jacktizard.lbhf.sch.uk](mailto:jobs@jacktizard.lbhf.sch.uk) or delivered to the school

## Teaching Assistant - Person Specification

|   | <i>Essential</i> | <i>Desirable</i> |
|---|------------------|------------------|
| 1. Excellent record of attendance and timekeeping skills.   | ✓                |                  |
| 2. Evidence of further education relevant to this post.   | ✓                |                  |
| 3. Experience of working with pupils with severe and profound learning disabilities or other relevant experience/strengths  | ✓                |                  |
| 4. Awareness of health and safety related to a school setting   | ✓                |                  |
| 5. First Aid training   |                  | ✓                |
| 6. Skill in promoting positive behaviour.   | ✓                |                  |
| 7. Skill in contributing to curriculum and class planning.  | ✓                |                  |
| 8. Good observational skills.   | ✓                |                  |
| 9. ICT literate and willing to develop specialist skills  | ✓                |                  |
| 10. Willingness to participate in educational activities outside of the school setting, and in whole school events.   | ✓                |                  |
| 11. Ability to swim or willingness to learn. Participation in hydrotherapy/swimming sessions  | ✓                |                  |
| 12. Good general health and physical fitness including the ability to: <ul style="list-style-type: none"> <li>• support pupils with mobility difficulties - using hoists, pushing wheelchairs</li> <li>• support extremely active pupils and those with challenging behaviours</li> </ul> | ✓                |                  |
| 13. Emotional intelligence, with a mature, positive and calm nature.  | ✓                |                  |
| 14. Regard for pupils, treating each with dignity and respect.  | ✓                |                  |
| 15. The ability to work effectively as a member of a team and with a variety of professionals.  | ✓                |                  |
| 16. To have respect for the confidential nature of pupil information.   | ✓                |                  |
| 17. Initiative and the ability to follow through on tasks.  | ✓                |                  |
| 18. Excellent communication skills, both verbally and in writing.   | ✓                |                  |
| 19. A high standard of literacy   | ✓                |                  |
| 20. Understanding of personal strengths as well as areas for development and how this understanding may impact on work within school.   | ✓                |                  |
| 21. Commitment to ensuring equality of opportunity and the ability to put it into practice  | ✓                |                  |
| 22. Knowledge of safeguarding issues in relation to pupils in a school setting  |                  | ✓                |
| 23. Ability to drive a minibus  |                  | ✓                |