

Job Description

Role: Teaching Assistant

Salary: Scale 4 (Point 7 to 10)

Hours: 30 hours per week - term time only, 9am-3.30pm

Purpose

To work under the instruction of a teacher, SLT or SENDCO, to support access for learning to pupils and provide general support to the teacher in the management of pupils and classroom.

Main Duties and Responsibilities

Support for Pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, mental health and wellbeing.
- 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.
- Lead group interventions directed by the teacher, SLT or SENDCO
- Sometimes support children with SEND either 1:1 or in a small group

Support for the Teacher:

- Support individuals or groups of children, as directed by the teacher.
- Prepare the classroom and resources, as directed, for lessons.
- Prepare resources (with support from the SENDCO) to meet the needs of individual children.
- Assist with the display of pupils' work.
- Support the teacher in maintaining positive behaviours and class routines, reporting difficulties.
- Gather or report information to/from parents and carers.

Support for the Curriculum:

- Support pupils to understand instructions and enable inclusive access to the school curriculum.
- Support pupils in using ICT.
- 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 and follow school policies.
- Establish constructive relationships and communicate with other agencies, when appropriate.
- Attend relevant meetings as required.

- Participate in training and other learning activities and performance development.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of school activities.
- Undertake additional or other duties as may be appropriate to achieve the objectives of the post, and as directed and deemed appropriate by the Line Manager.
- Carry out responsibilities with due regard to the Health and Safety policy, organisation and arrangements for Health and Safety at Work.
- Carry out duties in line with the school's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the member of staff and the Headteacher.

Signed – Postholder: _____ Date: _____

Signed: Headteacher: _____ Date: _____

Teaching Assistant - Person Specification

Qualifications	Essential	Desirable
'A level' qualifications or equivalent	✓	
Numeracy and literacy skills of a high enough standard to support up to year 6	✓	
Educated to degree level in a relevant subject		✓
Experience		
Experience of supporting children in primary education setting		✓
Experience using visual strategies to support children with communication needs		✓
Understanding of child development and ways in which children learn	✓	
Understanding of child protection and safeguarding issues/procedures	✓	
Willingness to undergo training to improve skills and gain experience	✓	
Knowledge and Skills		
Able to follow instructions accurately but make good judgments and lead when required	✓	
Inclusive, approachable, pro-active and collaborative member of a staff team	✓	
Confident with ICT	✓	
Ability to communicate effectively with the whole school community	✓	
Basic Health and Safety	✓	
Confidence in supporting children with social, emotional, mental health, personal care or medical needs	✓	
Positive approach to behaviour management	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Able to deal with minor incidents, first aid, and the personal health and hygiene of pupils	✓	
Ability to maintain confidentiality	✓	
Additional language, sport skills or musical talent		✓
Personal Qualities		
Flexible and willing to adapt to meet the needs of the school	✓	
Commitment to continued professional development	✓	
Resilient, confident, self-motivated and committed	✓	