



Believe Achieve Succeed – Learning without limits

Job Description

Job title:	Teaching Assistant
Grade:	G2.8
Responsible to:	Senior Leadership Team

Duties & Responsibilities:

To work under the direct instruction of teaching/senior staff/Inclusion Manager/Headteacher. Working usually within the classroom with the teacher, to support access to learning for all children and provide general support to the teacher in the management of children and the classroom. To work within a specified phase in a primary setting.

Purpose of Post:

To provide support to enable children to learn, develop and be safe.

SUPPORT FOR PUPILS

- Supervise and support children ensuring their safety and access to learning;
- Establish good relationship with children, being aware of, and responding appropriately to, individual needs;
- Promote the inclusion of all children;
- Encourage children to interact with others and engage in activities led by the teacher;
- Encourage children to act independently as appropriate;
- Support children in using ICT as directed;
- Prepare and maintain equipment/resources as directed by the teacher and assist children in their use;
- Support language acquisition and the development of speaking and listening skills;
- Support children to understand instructions;
- Support children in respect of national curriculum at key stages 1 and 2 and/or EYFS as directed by the teacher;
- Where appropriate, attend to the children's' personal needs, and implement any related personal programmes. These may include social, health, physical, hygiene, first aid and welfare matters.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment, including displays;
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc;
- Keep appropriate assessment and records of children's progress;
- Promote good child behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour;
- Provide administrative support, e.g. photocopying, typing, filing etc;
- Gather/report information from/to parents/carers as directed;
- Assist with the planning of learning activities and organisation of suitable resources.



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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 differences and ensure all children have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- The post holder interacts on a professional level with colleagues and parents, establishing and maintaining productive relationship with them;
- Attend relevant meetings as required;
- To contribute to teams as agreed with the Headteacher;
- Participate in training and other learning activities and performance development as required;
- Participate in the school's performance management scheme;
- Accompany teaching staff and children on visits, trips, and out of school activities as required;
- Appreciate and support the role of other professionals;
- Assist with the supervision of children out of lesson times e.g. playtimes as required;
- Set a good example in terms of dress, punctuality and attendance;
- Carry out any other related duties as requested by the Headteacher.



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TEACHING ASSISTANT

PERSON SPECIFICATION

Training and Qualifications

The successful candidate will have either undertaken training internally or hold an external qualification (e.g. NVQ Teaching Assistant course or similar). The successful candidate must also meet the requirements as set out in the National Occupational Standards for Support Staff.

Experience

- Recent experience of working with children across the primary phase in a school environment would be preferable;
- Recent and effective experience of supporting children within whole class environment preferable;
- Relevant and recent First Aid qualification and training preferable.

Knowledge and Skills

The person appointed will need to have skills and knowledge of:

- Planning and preparing for the learning needs of specific children;
- Assessing, recording and reporting on the progress of specific children with evidence to support this;
- Good communication skills;
- Working independently with initiative and flexibility within part of a team;
- High level of ICT skills;
- Experience of creating and maintaining learning and teaching resources and display materials;
- Able to complete new training initiatives as appropriate.

Personal Characteristics

- Motivated and positive person;
- High standard of personal conduct;

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

Equal Opportunities

The post-holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.



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Signatures

This job description is current at the date below but will be reviewed on a regular basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed
Teaching Assistant

Signed
Headteacher

Name:

Name

Dated

Dated

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.