

JOB DESCRIPTION

Post: Teaching Assistant	Grade: SP3
Start date: January 2021	Review date: September 2021
Line Manager: Headteacher and the Governing Body	

Responsibilities and duties

1. Support the teacher with their responsibility for the development and education of the children in school including those with Special Educational Needs.
2. Use routine supervision and care skills to support pupils including those who have physical, emotional or educational needs.
3. Work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
4. Under the direction and supervision of the teacher:
 - Assist in the delivery of educational learning programmes
 - Work with small groups of pupils as required
 - Assist in the delivery of individual work programmes for pupils
 - Monitor progress and contribute to future planning
 - Organise and maintain the learning environment
5. Be familiar with lesson plans, individual pupil targets and learning objectives.
6. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil needs.
7. Contribute to programmes of observation and assessment as planned by the teacher.
8. Discuss with, and report back to the teacher on the planning and assessment of pupil work.
9. Provide detailed verbal and written feedback on pupil responses to learning activities and pupil behaviour.
10. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
11. Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement.
12. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned educational visits and journeys.
13. Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
14. Provide physical support and maintain personal equipment used by children at the school.
15. Supervise pupils in the playground and plan and organise play time activities.
16. Attend relevant meetings and participate in staff meetings and training days and events as requested.
17. Maintain confidentiality inside and outside the workplace.
18. Understand and apply school policies.

19. Work within and encourage the school's Equal Opportunity policy.
20. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
21. Promote the safeguarding of children and understand and implement school child protection procedures and comply with legal responsibilities.
22. Use information technology as required to carry out the duties of the post in an efficient and effective manner.
23. Carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and legislation.
24. Undertake other duties appropriate to the post that may reasonably be required from time to time.

Person specification and Selection Criteria

Post Title: Teaching Assistant

This person specification lists the requirements that are necessary for this post. In your application and your personal statement please make specific reference to each of the criteria below and demonstrate how you meet the requirements.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Good basic education with GCSE or equivalent in maths and English 	<ul style="list-style-type: none"> Working towards or holding relevant qualification in Child Care or Education such as Teaching Assistant /Supporting Teaching and Learning NVQ Level 2 or 3
Experience	<ul style="list-style-type: none"> Experience of working with young children as a parent or voluntary worker 	<ul style="list-style-type: none"> Experience as paid worker in play scheme/crèche/after school club Previous experience as Midday supervisor or Teaching Assistant
Knowledge and understanding	Knowledge and understanding of <ul style="list-style-type: none"> The needs of young children Child development and the ways in which young children learn Behaviour management strategies Equal opportunities Safeguarding 	
Skills and competencies	<ul style="list-style-type: none"> Good level of written and spoken English Numerate Basic IT skills Good organisational skills Able to follow instructions, work with guidance but under limited supervision Able to plan and prioritise tasks 	

	<ul style="list-style-type: none"> • Able to liaise and communicate effectively with others • Able to motivate pupils to learn • Able to explain tasks clearly and foster pupil's independence • Able to supervise children and follow policy for behaviour management • Able to maintain records • Able to maintain confidentiality • Able to make and maintain teaching resources, display work effectively and assist with the organisation of the teaching environment • Able to reflect on and develop professional practice 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills • A positive approach • Adaptability to changing circumstances and new ideas • Motivation, enthusiasm and commitment • Good humour and patience • Commitment to the aims and ethos of a church school 	