

Job Description: Teaching Assistant

Job Purpose

- To support the Teacher / Higher Level Teaching Assistant in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life and become more independent
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher / Higher Level Teaching Assistant
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team

Planning & Expectations

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Promote equal opportunities for all pupils
- Contribute to the planning of opportunities for pupils to learn which may include out-of-school contexts in accordance with school policies and procedure
- To assist the teacher and Higher Level Teaching Assistant in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans
- Provide constructive feedback to the pupil and teacher (both verbal and written)

Monitoring & Assessment

- Assist the Teacher / Higher Level Teaching Assistant in evaluating pupils' progress
- Monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc and provide constructive feedback
- Contribute to maintaining records of pupils' progress

Teaching and Learning Activities

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils
- Organise and manage safely the learning activities, the teaching space and resources

- To work with individuals or small groups under the supervision of the teacher or HLTA which may be carried out in the classroom or outside the main teaching area
- To implement agreed work programmes with individuals or groups in or out of the classroom
- Teaching Assistants may be required to cover the class in which they work for short periods each day.

Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils' self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities ensuring compliance with relevant school policies and procedures and making sure the individuals involved understand it is unacceptable
- Understand and implement school safeguarding and child protection procedures and comply with legal responsibilities
- Assist in maintaining positive behaviour throughout the school as well as on planned visits and journeys
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning and ensuring confidentiality.
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary

Other duties

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents (e.g. at open evenings) as necessary
- Supervise pupils off site on school trips and other external visits
- Provide support and assistance for children's pastoral needs, e.g. dressing, caring for sick, injured or distressed children
- Provide physical support and maintain personal equipment used by the children at the school. Administer medicine as agreed ensuring relevant school policy and procedures have been adhered to
- Supervise pupils in the playground, at lunchtime (including in the hall/canteen)
- Engage meaningfully with training in any form aimed at strengthening and broadening their repertoire of skills relevant to their teaching assistant role
- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher or Higher Level Teaching Assistant.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding child protection matters.
- All staff members participate in the school's performance management scheme
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the post holder.

Signed: _____ postholder Date: _____

Teaching Assistant : Person Specification

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths. • Experience of working with children/young people • NVQ for Teaching Assistant or equivalent qualification and/or experience <p>Desirable</p> <ul style="list-style-type: none"> • First Aid Qualification • Experience of supporting students with autism
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none"> • Good verbal and written communication skills appropriate to the need to communicate effectively with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own • Good standard of numeracy and literacy skills • Ability to use basic ICT packages and equipment effectively • Ability to absorb and understand a wide range of information <p>Desirable</p> <ul style="list-style-type: none"> • Ability to lead and support small group activities • Working knowledge of behaviour management strategies. • Understanding of child development and learning principles. • Knowledge of requirements regarding curriculum delivery and learning strategies
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues. • A diplomatic and patient approach • Able to deal appropriately with confidential information/situations • Able to follow direction from line manager • Efficient and meticulous in organisation. • Able to form good relationships with students, staff and service users. • Initiative and ability to prioritise one’s own work. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school’s ethos, aims and its whole community • Recognition of the importance of personal responsibility for health & safety. • Ability to show empathy