



## **Teaching Assistant Grade 8 (Point 18-23)**

### **Job Description**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

#### **SUPPORT FOR PUPILS**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement EAL support
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in school activities
- Promote independence and employ strategies to recognise and reward achievement of pupils' self-reliance
- Provide feedback to pupils in relation to progress and achievement

#### **SUPPORT FOR TEACHERS**

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc

#### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### **Person Specification**

	Essential	Desirable
<b>Experience</b>		
• Experience working with children of relevant age in a learning environment	✓	
• Experience of working with pupils with EAL		✓
• Experience of adapting class curriculum to meet the needs of individual children		✓
• Planning learning tasks based on the class curriculum		✓
<b>Qualifications/Training</b>		
• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	✓	
• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	✓	
• Formal qualification for Higher Level Teaching Assistant		✓
• Training in relevant learning strategies		✓
<b>Knowledge/Skills</b>		
• Can use ICT effectively to support learning	✓	
• Full working knowledge of relevant polices/codes of practice/legislation	✓	
• Working knowledge of national curriculum and other relevant learning programmes	✓	
• Understanding of principles of child development and learning processes and in particular, barriers to learning.	✓	
• Ability to plan effective actions for pupils at risk of underachieving	✓	
• Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
• Ability to relate well to children and adults	✓	
• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
• Ability to lead and motivate a team		✓
• Understand range of support services/providers		✓