

Job description Teaching Assistant (Band 4 OLOL)

Job purpose

To work under the direction of the Lead TA, if post exists in school, or the Headteacher, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school.

Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.

To develop, plan, deliver and review learning activities for individuals and groups of pupils.

Specific responsibilities

Key Duties:

- Contribute to the planning and evaluation of learning activities, differentiating, and preparing intervention strategies to improve learning for small groups of pupils or specific pupils.
- Provide specialist support to individuals and groups, enabling them to access the curriculum, whilst monitoring progress and responding to challenges as they arise.
- Use pupil assessment to report on development, progress and attainment to parents, carers, families, and the Lead TA.

Support the pupil by:

- 1) Supporting the learning activities of individuals or groups of children, demonstrating an understanding of the stages of their development to ensure the pupils are reaching their full potential.
- 2) Developing their key curriculum skills by having an awareness of individual needs, targets and the support required to assist the pupils' development.
- 3) Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- 4) Working to establish a supportive relationship with the pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- 5) Encouraging acceptance and inclusion of the child with specific needs, while promoting and reinforcing the child's self-esteem.

Support the Teacher by:

- 1) Working alongside the teacher to ensure that learning activities are effective in promoting pupils' learning, adjusting where necessary.
- 2) Assisting with the development of individual plans for pupils, enabling pupils to understand and meet their targets.
- 3) Monitoring individual children's needs, maintaining records of the pupils' development, and sharing appropriate information with senior staff and the pupils' families as appropriate.



- 4) Providing support to the teacher by supervising groups of pupils in the classroom and on educational visits.

Support the school by:

- 1) Develop relationships with other members of staff, sharing expertise to best support teaching and learning.
- 2) Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- 3) Being aware of school's policies and procedures.
- 4) Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- 5) Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- 6) Performing any task or duty under the reasonable direction of the Lead TA or a member of the School's Senior Leadership Team.

General

The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).

The standards appropriate to this role are: STL1, STL3, STL6, STL8, STL18, STL20, STL24, STL28, STL31, STL33, STL34, STL35, STL36, STL37, STL39, STL40, STL41, STL42, STL49, STL52, STL55, STL59, STL62 and STL64.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements, or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	Applicants must have GCSE (or O Level) at Grade C or above in Maths and Grade C or above in English. Level 3 TA qualification (or able to demonstrate equivalent experience).	Behaviour management qualifications and/or training.	Application Form
Experience	Experience of working with KS3 and KS4 pupils and any work related to Upper KS2 would be highly beneficial.		Application Form Interview
Skills	ICT literate – must be able to use Microsoft Office.		Application Form
Knowledge	An excellent understanding of how children learn. Good English and Maths knowledge and understanding how to support children in all areas of learning. Understanding of factors likely to impact on students' behaviour and wellbeing.	Safeguarding Policy and Procedure.	Interview Task
Management	Able to manage own workload. Able to prioritise. Able to show initiative.		Interview Task
Aptitude and Personal qualities	Excellent communication skills – empathy with children with the ability to relate well to staff and parents. Ability to work effectively as part of a team, committed to making a difference. Reliable, enthusiastic, highly motivated. Calm and professional manner Helpful and resilient. High standards.		Application Interview Task

