

## **TEACHING ASSISTANT – Job Description for Level 3/Grade 6**

Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning

### **SUPPORT FOR PUPILS**

- Provide pastoral support to pupils
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
- Support provision for pupils with special needs
- Establish productive working relationships with pupils, acting as a role model
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

### **SUPPORT FOR TEACHERS**

- Liaise with feeder schools and other relevant bodies to gather pupil information
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration
- Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

### **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 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
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff

- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

### **TEACHING ASSISTANT – Person Specification for Level 3/Grade 6**

	Essential	Desirable
<b>Experience</b>		
• Working with or caring for children of relevant age	✓	
• Experience of working with pupils with additional needs	✓	
<b>Qualifications</b>		
• Very good numeracy/literacy skills	✓	
• Completion of DfES Teacher Assistant Induction Programme		✓
• NVQ 3 for Teaching Assistants or equivalent qualifications or experience		✓
• Training in the relevant learning strategies e.g. literacy		✓
• First aid training/training as appropriate		✓
<b>Knowledge &amp; Skills</b>		
• Full working knowledge of relevant policies/codes of practice and awareness of relevant 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		✓
• Full understanding of the range of support services/providers		✓
• 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	✓	