MUSCHAMP PRIMARY SCHOOL
TEACHING ASSISTANT JOB DESCRIPTION
General Information
Purpose of Job
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Specific Duties

Support for Pupils
1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.

2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

3. Establish constructive relationships with pupils and interact with them according to individual needs.

4. Promote the inclusion and acceptance of all pupils.

5. Encourage pupils to interact with others and engage in activities led by the teacher.

6. Set challenging and demanding expectations and promote self-esteem and independence.

7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for Teacher

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

10. Assist with the planning of learning activities.

11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

12. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

13. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

14. Establish constructive relationships with parents/carers.

15. Provide clerical/admin support, e.g. Photocopying, typing and filing

Support for the Curriculum

16. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

17. Undertake programmes linked to local and national learning strategies, e.g. English, Maths, Early Years recording achievement and progress and feeding back to the teacher.

18. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

19. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

20. 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.

21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

22. Contribute to the overall ethos/work/aims of the school.

23. Appreciate and support the role of other professionals.

24. Attend and participate in relevant meetings as required.

25. Participate in training and other learning activities and performance development as required.

26. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.

27. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Supervision Arrangements
Supervised by the class teacher.

Signed: _____ Date: _____

PERSON SPECIFICATION

TEACHING ASSISTANT INCLUDING SUPPORTING CHILDREN IN THE LANGUAGE OPPORTUNITY BASE

Muschamp Primary School

Muschamp Road, Carshalton Surrey SM5 2SE

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form**. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Training

1. NVQ 3 for Teaching Assistant or equivalent qualification or experience.
2. Maths and English GCSE grade C and above or equivalent.

Experience

3. Experience of working with children of relevant age in a learning environment.

Abilities/Skills/Knowledge

4. Good numeracy/literacy skills.
5. Ability to use ICT effectively to support learning.
6. Full working knowledge of relevant policies/codes of practice/legislation.
7. Working knowledge and experience of implementing national curriculum and other relevant learning programmes.
8. Good understanding of child development and learning processes.
9. Understanding of statutory frameworks relating to teaching.

10. Ability to improve own practice/knowledge through self-evaluation and learning from others.

11. Ability to relate well to children and adults.

12. An understanding of classroom roles and responsibilities and your own position within these.

13. Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.

14. Ability to work effectively as part of a tam and contribute to group thinking, planning etc.

15. Ability to use own initiative and work independently.

16. Excellent communication skills with adults and children, verbally and in writing.

17. Motivate, inspire and have high expectations of pupils.

18. Creative approach to problem solving.

19. Ability to adapt quickly and effectively to changing circumstances/situations.

20. Ability to work calmly under pressure.

21. An awareness of, and commitment to, equalities issues.

22. Ability to record and assess pupil progress/performance etc.

23. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.