

Post:	Teaching Assistant
Grade:	Grade 2
Responsible to:	SENCO
Working Time:	30 hours per week, TTO

Job Purpose

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

Key Responsibilities

1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary.
2. Providing support for students with emotional, social and behavioural problems.
3. Providing practical assistance in relation to other identified physical needs.
4. Supervising and supporting pupils ensuring their safety and access to learning and play.
5. Working to establish a supportive relationship with the children and parents/carers and families concerned.
6. Promoting the inclusion and acceptance of all pupils.
7. Encouraging pupils to interact with others and engage in activities led by the teacher.
8. Encouraging pupils to act independently as appropriate.
9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed.
11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
12. Gathering/reporting information from/to parents/carers as directed.
13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies.
14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money.
15. Supporting pupils in their learning in all areas of the curriculum.
16. Delivery of pre-planned interventions in all curriculum areas.
17. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
18. Supporting pupils and teacher during PE and other practical activities.
19. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use.
20. Assisting with the supervision of pupils at break times.
21. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

General Responsibilities

- 22. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
- 23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 24. Contribute to the overall ethos/work/aims of the school.
- 25. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
- 26. Appreciate and support the role of other professionals.
- 27. Attend relevant meetings as required.
- 28. Participate in training and other learning activities and performance development as required.
- 29. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- 30. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Signed to indicate agreement..... [Post-holder]

Date.....

Signed [Manager]

Date

Person Specification: Teaching Assistant

	Essential	Desirable
Experience	<p>Evidence of:</p> <ul style="list-style-type: none"> Level 2 NVQ (or equivalent) relevant to SEND/Primary and/or Early Years Education Proven success in improving pupil outcomes within a school Working closely with parents in home-school partnerships that support pupils' needs. Experience in supporting others Ability to successfully deliver intervention programmes 	<p>Evidence of:</p> <ul style="list-style-type: none"> Using basic diagnostic tests for identifying specific needs Dyslexia Screening experience
Organisation	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> manage time and prioritise workload effectively identify (potential) problems and address these balance the demands of many responsibilities effectively record and pass on information accurately 	
Specialist Skills and Knowledge	<p>Demonstrates:</p> <ul style="list-style-type: none"> knowledge of the primary curriculum high levels of numeracy, articulacy and literacy ability to assess and records the progress of pupils' learning inclusive practice excellent knowledge and understanding of how pupils learn, including potential learning differences how to overcome these child-centred vision for education effective and positive approach to behaviour management ambition for children's outcomes and achievement ability to deliver effective learning opportunities, including remotely positive impact on pupil outcomes and wellbeing 	<p>Evidence of:</p> <ul style="list-style-type: none"> Further professional development relating to SEND Understanding of the 'SEND Code of Practice'

<p style="text-align: center;">Disposition and attitudes</p>	<p>Demonstrates:</p> <ul style="list-style-type: none"> • dedication and drive to provide the best possible educational provision • excellence at all levels and a determination to succeed • respect for and values all children • altruistic approach to supporting children, families and colleagues • advocacy of the school's Christian ethos • high levels of integrity, resilience and emotional stability • initiative and flexibility when faced with challenging situations • calm, patient approach • reliability and loyalty • ability to motivate others and adopt a positive approach 	
<p style="text-align: center;">Specific Requirements</p>	<ul style="list-style-type: none"> • Excellent communication skills, including oral, written and use of IT • Commitment to safeguarding and promoting the welfare of children • Uphold a high level of professional standards at all times • Maintain confidentiality in all school matters 	