

JOB DESCRIPTION: TEACHING ASSISTANT

The duties of this post will be:

1. To work alongside the class teacher in accordance with the philosophy of the school.
2. To have the highest expectations of yourself and the children.
3. To respect confidential information that may be shared within the school.
4. To make yourself familiar with the weekly planning in order to deliver aspects of the weekly plan effectively.
5. To work with the child in a group or individually on targeted interventions
6. To carry out assessment tasks as directed by the class teacher.
7. To be aware of the latest educational initiatives.
8. Provide strategies and resources for number, reading and spelling skills
9. To know the child as an individual in order to encourage his/her all round development.
10. To be aware of, and promote, the emotional and social well-being of the child and cater for their needs.
11. To encourage a sense of 'belonging' to the school community in the child.
12. To liaise with parents where necessary
13. To provide lunch cover duty

This Job description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 25th November 2019

Additional information

This post is subject to an Enhanced DBS Check

This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be considered spent under the act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: TEACHING ASSISTANT

QUALIFICATIONS AND EXPERIENCE

GCSE grade C or above in English and Mathematics (or equivalent)
Teaching Assistant/Childcare qualification

Satisfactory experience as a Teaching Assistant or within a childcare setting

KNOWLEDGE AND UNDERSTANDING

Have knowledge and understanding of:

- How children develop
- How to support children in literacy and numeracy
- Supporting children with Special Educational Needs
- How children learn and how to motivate them

SKILLS

Be able to:

- Work with an individual or a group
- Reinforce teaching points during teacher input
- Model acceptable behaviour
- Provide strategies for spelling, reading, number skills
- Extend child's thinking skills
- Assess and discuss child's understanding of learning objectives
- Encourage social skills
- Liaise effectively with parents/carers, school staff and outside agencies

PERSONAL CHARACTERISTICS

- Calmness
- Enthusiasm
- Warm positive personality
- Flexibility
- Confidentiality and discretion
- Self-starter, able to take initiative
- Good team worker