

Job Description: Teaching Assistant

1. PURPOSE OF JOB:

To work with individual children having special or particular needs, in accordance with the child's statement where appropriate and/or groups of children as directed by the teacher. To provide support to the Headteacher/Teacher across a range of child centred activities to promote child development and learning.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

School Related:

- i. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- ii. Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy.
- iii. Participate in the preparation of the classroom.
- iv. Monitor children's needs and reporting these to a designated person.
- v. Keep records as required by the school.
- vi. Have familiarity with all relevant statements of special educational needs specific to the child.
- vii. To promote, support and contribute to the ethos, vision and values of the school and Trust.

Child Related

- viii. Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- ix. Support those with special needs.
- x. Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
- xi. Assist with the movement of children in and around the school.

3. MANAGEMENT OF PEOPLE/SUPERVISION OF PEOPLE

No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.

4. CREATIVITY AND INNOVATION

Required to be creative when assisting with planning of activities.

5. CONTACTS AND RELATIONSHIPS

Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.

6. DECISIONS

a) Discretion –

The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

b) Consequences –

Any errors should be easily identified and rectified.

7. RESOURCES

Learning resources.

8. WORK ENVIRONMENT

a) Work Demands –

Subjected to conflicting priorities due to curriculum and care needs.

b) Physical Demands –

Subjected to considerable physical demands due, for example, to height of furniture.

c) Working Conditions –

School based and may be required to undertake reasonable duties of a personal nature.

d) Work Context –

Potential risk to wellbeing through hygiene duties and possible aggression from pupils/parents/carers.

9. KNOWLEDGE AND SKILLS

Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team. Essential for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.

10. GENERAL

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
GCSE or equivalent in Maths and English (C/4 grade or above).	✓	
NVQ Level 3 Teaching Assistant qualification.		✓
Specialist training – disability and/or learning difficulties.		✓
Commitment to personal/professional development.		✓
First Aid qualification.		✓

Experience	Essential	Desirable
Experience of working with children or adults in a school or care setting.	✓	
Knowledge and experience of provision of mobility support and personal care.		✓
Experience of working as part of a team.	✓	
A knowledge of good practice in Safeguarding.		✓

Competencies	Essential	Desirable
Motivation to work positively with young people and families.	✓	
Excellent role model for young people and committed to professional conduct.	✓	
Good communication skills.	✓	
Confidentiality.	✓	
A genuine rapport with children and young people.	✓	
Strong commitment to effective team working.	✓	
Ability to work under own initiative.	✓	