



JOB DESCRIPTION

TEACHING ASSISTANT

REPORT TO

Assistant Head of School

GRADE

3

JOB PURPOSE

Carry out professional duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Assistant Head of School

MAIN RESPONSIBILITIES

Provide Teaching & Learning Support for allocated pupils by:

- Working closely with the Class Teachers to identify learning needs of pupils
- Prepare and deliver interventions to address gaps in learning
- Challenge pupils to strive for improvement
- Model high standards of behavior for pupils
- Liaise with parents & staff to better support the pupils
- Provide specific support for pupils with EHCPs
- Model good standards of attendance and punctuality
- Ensure that time is used effectively to maximise impact on pupils' progress
- Record logs of accidents, incidents or concerns using online systems
- To establish effective working relationships with professional colleges
- Fulfill wider school responsibilities (such as break time duties, supporting school events etc)
- To set a positive example for pupils through personal conduct and behaviour

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

SAFEGUARDING

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

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Educated to GCSE (minimum C Grade or equivalent) in English and Maths	✓		A
Teaching Assistant Qualification		✓	A
Willingness to participate in further Continued Professional Development		✓	A
EXPERIENCE			
Recent experience of working in a school	✓		A
Experience of a range of positive behavior management strategies		✓	A/I
Experience of delivering phonics		✓	A/I
Experience of supporting children with a variety of needs		✓	A/I
SKILLS AND KNOWLEDGE			
Able to communicate effectively with children, parents and staff	✓		A/I
Confidence and ability to use initiative	✓		I
Ability to use ICT effectively		✓	A/I
GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS			
Ability to work well with others	✓		A/I
Ability to efficiently manage time	✓		A/I
Professionally discreet and respects confidentiality	✓		A