



# JOB DESCRIPTION

## Teaching Assistant

**Ramsey Spinning Infant and Junior Schools**

<b>Grade:</b>	CCC TA Level 1 or 2
<b>Responsible to:</b>	Executive Principal
<b>Contract:</b>	5 hours per day, 25 hours per week, 38 weeks a year
<b>Direct Reports:</b>	Class Teacher/ SENDco
<b>Job Description Issue Date:</b>	September 2023
<b>Postholder Name:</b>	
<b>Postholder Signature:</b>	

## Purpose of the Role

- Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.
- Contribute to raising standards of achievement for all pupils.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

## General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## Specific Responsibilities

### 1. Support for child/ren

Under the direction of the teacher:

- Carry out pre-determined tasks necessary to support learning for all pupils
- Explain lessons and work to individual pupils or small groups who need extra help
- Keep individuals' minds focussed on the work required
- Provide learning support as required to pupils with special educational needs, or pupils adapting to a different language or culture
- Adhere to the safe-guarding policies in school

Help with the general care of pupils/students by:

- Providing supervision and assistance in and between lessons as required (excluding lunch periods)
- Comforting upset or distressed individuals
- Attending to the emotional and physical needs of individuals
- Providing all types of care required to support EHCP child (if applicable)

Help support the emotional, physical and educational development of all pupils by:

- Undertaking pre-determined tasks with this aim
- Being aware of the different requirements of individuals
- Liaise with parents as directed

Support inclusion in the classroom by:

- Ensuring all pupils/students feel involved with tasks and activities
- Encouraging the acceptance and inclusion of individuals with special needs, or with a different language or cultural background

## **2. Support for Teacher**

- Observe pupils' progress and provide necessary feedback to the class teacher
- Undertake basic record keeping as school requires
- Complete necessary records and contribute to formal reports relating to EHCP child (if applicable)
- Provide information as required to help the class teacher plan work programmes for pupils/students
- Help prepare learning environment and resources for use
- Maintain learning resources
- Help maintain safety standards
- Undertake support activities for class teacher as required (e.g. photocopying, mounting work)
- Assist teacher in dealing with problems or incidents that may arise (e.g. accidents, pupil illness, behaviour)
- Take control of minor situations to allow teacher to continue lesson

## **3. School Support**

- Develop and maintain effective working relationships with colleagues and (if required) parents, guardians and other interested parties
- Attend and actively participate in relevant staff meetings
- Support other staff members and contribute to the school as a member of a team
- Contribute to the maintenance of pupil/student safety and security
- Provide reasonable support services to the school (e.g. answering phones, helping with displays) as necessary within the boundaries of job responsibilities and grade
- Support school activities / events (e.g. plays, trips) within the limits of the role
- Observe the school's policy on confidentiality
- Any other tasks which are a reasonable request

## **4. Curriculum Support**

Support attainment by:

- Carrying out pre-determined activities with this purpose
- Providing timely and appropriate support to pupils in need of extra help in this area
- Support the use of ICT in school
- Support the teaching of the range of subjects the school offers

**Additionally:**

- Be punctual
- Dress smartly
- Maintain high attendance

### Key Performance indicators

- All communication with parents, staff, children and external contacts is polite, warm and supportive, meeting the expectation of the school and the Trust
- Able to collect evidence to support and give comprehensive feedback to the class teacher
- All tasks as directed by the class teacher are carried out promptly and confidently
- Any problems or incidents in the classroom are dealt with swiftly and confidently to allow the lesson to continue
- All children feel involved with tasks and activities and confident to ask for help

### Key Relationships (Internal and External)

- Executive Principal
- Federation Senior Leadership Team (SLT)
- School based teaching and support staff colleagues
- Parents and carers/ guardians and other interested parties

### Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

## Person Specification - Teaching Assistant

	Essential	Desirable
<b>Education and Qualifications</b>		
English & Maths to GCSE standard or equivalent	x	
Childcare qualifications		x
<b>Knowledge and Experience</b>		
Knowledge of Primary school curriculum		x
Experience as a TA in a voluntary or employed capacity	x	
Ability to work under the direction of the class teacher and SENDco	x	
Experience of supporting children with SEND or behavioural difficulties		x
Contribution to extra-curricular programme		x
<b>Professional Skills</b>		
Competent user of IT	x	
Able to relate well to children and adults	x	
Builds and maintains effective working relationships and informal networks to achieve results	x	
Excellent Organisational skills	x	
Ability to work on own initiative with a proactive approach	x	
Ability to form excellent professional relationships quickly	x	
<b>Personal Qualities</b>		
Excellent communication skills	x	
Flexibility	x	
Ability to assimilate information and show a commitment to working as a member of a team	x	
Willingness to seek advice	x	
Willingness to make a contribution to the life of the school	x	
Commitment and ability to work in accordance to Trust Values		
Ability to learn quickly and effectively	x	
Understands diversity and treats everyone in the school community with respect	x	

