



## JOB PROFILE

Post Title:	<b>Teaching Assistant</b>
Hours:	30 per week, Term time plus INSET
Responsible To:	Higher Level Teaching Assistant Inclusion Manager
Main Purpose:	To work under the instruction/guidance of HLTA/teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Act as Key worker for a small number of statemented pupils
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer

coursework etc.

## SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## Person Specification

### *POST TITLE: Teaching Assistant*

	Essential	Desirable
Qualifications/Competencies	Relevant NVQ 2 or equivalent qualification or two years full-time or four years part-time working as a Teaching Assistant Good numeracy/literacy skills	Additional specialist qualification in education Training in relevant strategies e.g. literacy Completion of DfES Teacher Assistant Induction Programme
Experience		Working with or caring for children of relevant age Working in a classroom setting
Knowledge	Awareness of practices and procedures within education relating to the welfare, safety and education of children General understanding of national/foundation stage curriculum and other basic learning programmes and strategies Basic understanding of child development and learning	Knowledge of other to young people services
Skills/Ability	Ability to self-evaluate learning needs and actively seek learning opportunities	Effective use of ICT to support learning Use of other equipment technology – video, photocopier
Personal Skills	Ability to relate well to children and adults Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	
Special Circumstances	Occasional attendance at meetings outside normal school hours	