

# FPPF Job description: Teaching Assistant

## Main purpose

The TA will:

- › Work with class teachers to raise the learning and attainment of pupils
- › Promote pupils' independence, self-esteem and social inclusion
- › Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

## Duties and responsibilities

### Teaching and learning

- › Support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- › Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher; including displays and admin tasks.

### Planning

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons, if available
- › Prepare the classroom for lessons

### Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues
- ›

### **Whole-school organisation, strategy and development**

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents

### **Professional development**

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

### **Personal and professional conduct**

- › Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- › Respect individual differences and cultural diversity

### **Other areas of responsibility**

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The TA will ensure that they adhere to the federation's equality guidance and ensure that all pupils, staff, families and visitors are treated equally as outlined in the Equality act 2010.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive headteacher, Head of School or line manager.

# FPPF Person specification - Teaching Assistant

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ 5 GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>➤ Experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills</li> <li>➤ Good organisational skills</li> <li>➤ Ability to build effective working relationships with pupils and adults</li> <li>➤ Excellent verbal communication skills</li> <li>➤ Active listening skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Good ICT skills, particularly using ICT to support learning</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>	<ul style="list-style-type: none"> <li>➤ Skills and expertise in understanding the needs of all pupils</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➤ Understanding of phonics and how it is taught</li> <li>➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children and ability to enthuse and engage the pupils</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil's wellbeing and equality</li> <li>➤ Have a passion for learning and share this passion for learning with the pupils.</li> </ul>	

## Notes:

This job description may be amended at any time in consultation with the postholder.

***The school is committed to safeguarding & promoting the welfare and safety of all children and expects all staff to share this commitment. Any offer of employment will be subject to satisfactory references and enhanced DBS disclosure.***

*We believe that a diverse workforce leads to an organisation that is more innovative, more creative and gets better results. We want our workforce to represent the diversity of the people and communities we serve. We also want our workplace to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.*

*This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.*

*Furze Platt Primary Federation is a nationally recognised Disability Confident Committed Employer.*