



## JOB DESCRIPTION

<b>Job Title:</b> Teaching Assistant	<b>Salary:</b> West Berkshire Grade B-C Pro rata for term time only
<b>Hours:</b> Full Time Term Time only + 1 Inset day in September	<b>Responsible to:</b> SENCO

### JOB PURPOSE

- To provide practical support to the teacher/other teaching assistants/SENCO and pupils
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their learning and development in small groups or with individual pupils as directed, treating them with respect and consideration
- To help raise standards of achievement for all pupils
- To encourage the social and emotional development of pupils
- To encourage pupils to participate in all aspects of school life
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Line managed by the SENCO
- To be responsible to the classroom teacher for day to day activities
- To be responsible to the Head Teacher (overall pattern of work)

### MAIN DUTIES AND RESPONSIBILITIES

**All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:**

- Proper and professional regard for the ethos, policies and practices of the school
- Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to and concerns are raised in accordance with this policy.
- Promoting equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and all school-specific procedures/rules that apply to this role.

**Working under the direction and supervision of a qualified teacher, Higher Level Teaching Assistant or Head Teacher:**

#### Planning & Expectations

Working within schools policies and procedures to:

- Promote equal opportunities for all pupils
- Contribute to discussions, with the teacher and SEN Manager, on the development of work programmes, work activities and support programmes for pupils
- Plan sessions using available materials under direction of teaching staff
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings as required

#### Monitoring & Assessment

- Support teachers in evaluating pupil's progress
- Monitor pupils responses to learning and provide feedback
- Contribute to maintaining records of pupils progress

### **Teaching & Learning Activities**

- Assist in the display of pupils work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage good behaviour in line with the school's policy and procedures
- Respond to equal opportunities issues as they arise by challenging bullying and harassment and reporting to the teacher/SEN Manager as necessary
- Assist with the supervision of and encourage good behaviour amongst pupils
- Safely manage the learning activities, the teaching space and resources in the school
- Work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
- Help raise standards of achievement for all pupils including use of support programmes such as Toe by To, Word Wasp, Catch Up Reading, Progress Units

### **Professional Values & Practice**

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary

### **General**

- To maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- To provide welfare support for pupils

### **Additional Duties**

- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher/HLTA. This may include:
- Collecting money
- Chasing absences and Maintaining attendance figures
- Preparing class lists
- Record keeping and filing
- Produce classroom displays
- Stock taking
- Support to incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Collate pupil reports.

### **General**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**PERSON SPECIFICATION**  
**Teaching Assistant**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Confident in literacy and numeracy skills</li> <li>• Minimum of 1 year's relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> <li>• Holds a food hygiene certificate</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Good organisational ability</li> <li>• Able to communicate effectively with children, parents and other staff</li> <li>• Able to motivate and encourage pupils</li> <li>• Awareness of child protection and bullying issues</li> <li>• Aware of and willing to promote the school's social inclusion policies and practices</li> <li>• Ability to use basic technology ie photo-copier, computer, video and digital camera</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with special needs</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Flexible approach to tasks</li> <li>• Firm, sensitive and effective approach towards pupil discipline</li> <li>• Able to work as part of a team</li> </ul>	
<b>Other work requirements</b>	<ul style="list-style-type: none"> <li>• Patient and resilient</li> </ul>	