



Teaching Assistant - Job Description & Person Specification

Main purpose of the role

The post holder will work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff. This will include providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

Specific Responsibilities

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Provide specialist key worker support to students.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
- Support the use of ICT in the curriculum.
- Select, prepare, and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Promote good pupil behaviour, dealing promptly with conflict and incidents, encouraging pupils to take responsibility for their own behaviour.
- Provide administrative support including recording and updating records and pupil data and monitoring, photocopying, and maintaining stock and classroom supplies as required.
- Assist in escorting and supervising pupils on educational visits and out of school activities including transporting and supporting students with off site visits.



General

- Uphold and promote the safety and well-being of pupils as set out in the Trust and safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat everyone with courtesy and consideration.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Knowledge, Experience & Skills	Essential / Desirable	Shortlisting
Experience of working as a teaching assistant or equivalent including working with children with complex needs.	E	Y
Experience of working in a school	E	Y
Understanding of how children develop and learn	E	
Practical knowledge of contributing to a range of teaching and learning activities		Y
Experience of working with special educational needs	D	
Knowledge and understanding of relevant legislation eg: child protections and health and safety	E	



Understanding of national/foundation stage curriculum and other learning programmes	D	
Ability to demonstrate sensitivity to the needs of pupils	E	
Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and e-mail	E	
Working in an environment where literacy and numeracy skills have been demonstrated	E	
NQF Level 2 qualification in supporting teaching and learning OR evidence of the equivalent level of knowledge gained through experience	E	Y
Communicates effectively & confidently	E	
A commitment to safeguarding and promoting the welfare of children and young people.	E	
A commitment to ongoing staff development and the development of others.	E	