**Children’s Support Service**

**Job profile**

**Job Title: Teaching Assistant**

**Job Grade: Scale 5 – point 9 - 12**

**The role:**

To work with students and teachers, to support teaching and learning

**Key Accountabilities**

* Establish positive, appropriate working relationships with students, acting as a role model and setting high expectations
* Ensure that service policies are followed and contribute to the positive ethos
* Assist teachers in delivering good and outstanding lessons
* Teach individuals or small groups with guidance from a teacher
* Display good behaviour management techniques
* Provide constructive feedback to students
* Use ICT effectively to support learning
* Select and prepare resources in liaison with teaching staff
* Provide admin and other support needed to teaching staff
* Communicate written and verbal information about pupil progress as required
* Cover for absent teachers (work will be set)
* Support off site visits
* Attend all relevant staff meetings and training as required
* Participate in performance management reviews and take responsibility for own learning, development and training needs
* Follow all safeguarding and health and safety procedures
* Any other duties as reasonably required

**Knowledge, Skills and Experience**

* Good general education, with a sound knowledge of literacy and numeracy
* Good ICT skills
* Working knowledge of relevant policies
* Good understanding of child development and learning processes
* Ability to relate well to children and adults and reflect on one’s own practice
* Understanding of classroom / school roles and frameworks for teaching
* Effective time management
* Good communication / interpersonal skills
* Work calmly under pressure
* Be flexible
* Creative approach to problem solving
* Ability to follow instructions accurately
* Ability to build successful, appropriate relationships
* Ability to use own initiative and work independently
* Ability to maintain confidentiality
* Successful experience in a similar role is desirable
* Successful experience of working as part of a team is desirable
* Being able to drive is desirable (must have business use insurance)
* The role requires all candidates to speak fluent English

**Personal Qualities**

* Personal skills of warmth and empathy
* Able to listen and respond appropriately
* Takes specific action to improve team or individual performance
* Agrees standards and intervenes promptly and constructively to tackle inappropriate behaviour or poor performance
* Is tenacious and focused on achieving results, overcoming obstacles
* Contributes above and beyond usual expectations
* Seeks out good practice and uses it to challenge and improve
* Shows belief and confidence in staff, delegating appropriately and encouraging staff
* Acknowledges and rewards good work, celebrating team and individual successes

**This job profile is neither exclusive nor exhaustive and the post holder may be required to carry out other duties as requested by the Senior Leadership team.**