



TA Job Description

Employment Details	
Job title	Teaching Assistant
Reports to	Headteacher and SENDCo
Hours of work	Monday to Friday, 8.40am to 3.15pm.
Salary	SP 5 £12:18

General duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with Academy trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.

Supporting the Academy

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and Academy policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after Academy and at lunchtimes.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.

Communication and coordination

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.

Professional development

- Participate in training and other professional development as required.
- Provide the Academy with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.

TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Two or more GCSEs at grades 9 to 3 or C and above or equivalent, including English and maths. • A level 2 qualification or above 	<ul style="list-style-type: none"> • First aid training. • Safeguarding training.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of working with children. • Experience of record keeping and monitoring. • Effective oral and written communication skills. • Demonstrable levels of numeracy and literacy. • Excellent communication skills. • Effective problem solving skills. • The ability to remain calm under pressure. • The ability to be proactive in seeking solutions. • The ability to work with pupils in a professional manner. 	<ul style="list-style-type: none"> • Experience of working in an educational environment. • Experience of working on a one-to-one basis. • Good organisational skills and time management. • Experience working with children and young people with additional needs.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding. • Knowledge of relevant Academy policies. 	<ul style="list-style-type: none"> • Knowledge of legislation and statutory guidance specific to Academy type and phase. • Knowledge of a specialist area.
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Able to work independently but also as part of a team. • Dedicated to their practice. • Punctual and professional. 	

- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Capable of handling demanding workload and successfully prioritising work.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

Additional requirements

The successful candidate will have

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.