



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 £11:18

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.