



Job Description and Person Specification Teaching Assistant BR4

Main Purpose:

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom

SUMMARY OF RESPONSIBILITIES AND DUTIES

A) Supporting the Pupil/s

- Ensure all pupils are appropriately safeguarded in line with the school's Safeguarding procedures.
- Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities, for example:
 - clarifying and explaining instruction;
 - ensuring that the child is able to use equipment and materials provided;
 - motivating and encouraging child as required;
 - assisting in areas for development e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
 - helping pupils to access, focus on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - liaising with class teacher devising complementary learning activities.
- Assist with the development and implementation of provision plans and stress support plans.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectation and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement, under the guidance of the teacher.

B) Supporting the Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, challenges etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

C) Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

D) Supporting the School

- Be aware and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings/training as required.
- Assist with the supervision of pupils out of lesson times, including break times/lunchtime as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Any other tasks as directed by the Headteacher which fall within the parameters of the post.

Person Specification:

Knowledge and Skills	<p>Excellent communication skills both written and verbal.</p> <p>Successful recent experience of working with children of a relevant age.</p> <p>Organised and methodical with the ability to work as part of a team or independently.</p> <p>Able to inspire and motivate others to succeed.</p> <p>Ability to work calmly under pressure and have ability to adapt quickly and effectively to changing circumstances / situations.</p> <p>Motivated and enthusiastic with a good sense of humour.</p> <p>Effective use of ICT to support learning.</p> <p>Basic understanding of child development and learning.</p> <p>Accurate record keeping.</p>
Personal Qualities	<p>Caring, warm and empathic.</p> <p>Ability to relate well to children and adults.</p> <p>Professional manners.</p> <p>Approachable with a calm nature.</p> <p>Well organised and methodical.</p> <p>Dependable and flexible.</p> <p>Motivated and enthusiastic with a good sense of humour.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p>
Qualifications	<p>Demonstrate good numeracy and literacy skills equivalent to GCSE A-C (essential).</p> <p>NVQ 2 in teaching assistance or equivalent qualifications or experience (desirable).</p> <p>Relevant qualifications at a level equivalent to NVQ Level 3 (desirable).</p> <p>First aid training/training in specific medical procedures as appropriate (desirable).</p>