



## **JOB DESCRIPTION**

### **Teaching Assistant**

#### **Job Purpose**

To provide support for groups of pupils and for individual pupils, enabling them to access and excel across a broad and balanced curriculum in accordance with the objectives of the Academy.

#### **Key Tasks**

- Monitor pupil responses to learning; provide detailed and regular feedback to teachers; promote positive behaviour and independence for pupils.
- Assist the class teacher in the development and delivery of the differential content of the lesson e.g. facilitating learning for particular children by supporting them with their vocabulary; by breaking down a task; supporting in a group discussion; using practical apparatus such as Numicon.
- Assist in the general implementation of learning programmes.
- Hold responsibility for identified pupils under the direction of the class teacher, for example to confidently support target work as laid out in a Pupil's Profile.
- Deliver enrichment activities as required.
- Work with small groups and individuals under the direction of the class teacher within or outside the classroom setting.
- Work with a small group to deliver guided teaching, therapies and interventions including phonics.
- Participate regularly in meetings concerning pupils' progress.
- Liaison between home and school as and when appropriate.
- Nurture and support children's wellbeing needs.
- Complete break and lunch duties.
- Attend school trips and events.
- Other duties as directed by class teacher, Phase Leader.

#### **In undertaking the post the following is expected:**

- Ability to support the learning of pupils at all ability levels, including those with a range of special educational needs.
- Excellent communication skills with demonstrable ability to engage effectively with young children.
- Ability to apply initiative in working with children and organising classroom resources.
- Ability to work effectively and positively under pressure.
- Ability to work effectively with other colleagues as part of a team.
- To work in accordance with Safeguarding guidelines.
- Ability to work flexibly within the broad remit of the post.

*The Aspirations Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS disclosure.*



**Teaching Assistant  
Person Specification**

	<b>Criteria</b>	<b>Essential / Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children in an educational setting</li> </ul>	E
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE grade C or higher in English and Mathematics</li> <li>• NVQ Level 3</li> <li>• First Aid trained</li> <li>• Previous teaching experience</li> </ul>	E D D D
<b>Aptitudes and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to assimilate information</li> <li>• Good organisational skills</li> <li>• Ability to work under own initiative</li> <li>• Helpful and positive nature</li> <li>• Understands the importance of confidentiality and discretion</li> <li>• Highly motivated showing resilience, stamina and reliability under pressure</li> <li>• Reflective – able to review own performance and keen to learn and develop own skills</li> <li>• Flexible attitude towards work and can adapt quickly to new demands</li> <li>• Commitment to the value and ethos of the Academy</li> </ul>	E E E E E E E E E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication.</li> <li>• An ability to support students in achieving their individual targets.</li> </ul>	E E
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Team player</li> </ul>	E E
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all students</li> <li>• Enhanced DBS check</li> </ul>	E E