

**Job Description for a Teaching Assistant**

The Federation of Earlswood Schools is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

**Job title:** Teaching Assistant

**Salary:** S3 (FTE range £19,313 to £20,257)

**Hours:** 8.30am to 3.30pm with 30 minutes for lunch

**Contract type:** Term time only

**Reporting to:** Headteacher

**RESPONSIBILITIES:**

**1. JOB PURPOSE:**

To provide support for a pupil, or pupils, to enable them to achieve maximum access to the curriculum and to integrate as fully as possible in the activities generally undertaken by pupils at the school.

To work in partnership with teachers in delivering high quality teaching and learning experiences in a high quality environment for children; continuously raising achievement and self-esteem for every child.

**2. KEY ACCOUNTABILITIES**

**CURRICULUM SUPPORT**

To assist an individual teacher, or teachers, in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.

**SCHOOL SUPPORT**

- to maintain a positive and professional approach to the ethos of the school and to maintain confidentiality.
- to work as part of the whole class team, carrying out tasks designated by the Headteacher and SENCO as well as the class teacher.
- to assist the teacher in ensuring the health and safety of children.
- to assist the teacher in developing good communication with the parents and carers.
- to support school policies, especially with regards to behaviour management.
- to assist teachers in auditing and organising curriculum resources.
- to see problems as challenges and to deal with them in a positive way.
- to help raise the profile of the school in and beyond the Earlswood Community.

**PUPIL SUPPORT**

To assist in meeting the pupil's need for encouragement, reassurance and comfort and attend to his/her personal requirements and physical care while encouraging self-help at all times.

### **3. SCOPE FOR IMPACT**

To play a significant role in helping to develop the self confidence and independence of individual and groups of pupils through a close and developing relationship, and in helping them to integrate with other pupils and achieve the maximum possible personal and academic benefits from their period at the school.

### **4. TASKS**

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Teaching Assistant will undertake the full range of tasks.

#### **4.1 CURRICULUM SUPPORT**

- to participate, with teaching staff, in the planning and evaluation of learning programmes for individual pupils and groups.
- to assist in the preparation and adaptation of teaching materials, as necessary.
- to assist in carrying out individual pupil programmes including literacy and numeracy, keyboard skills, life skills, and to ensure that the pupil's individual programme is carried out in all settings (e.g. working in small groups).
- to assist with instruction in the use of specialist equipment (e.g. computer) and, where appropriate, the correct and safe use of tools and equipment.
- to participate in staff development activities and, where required, to contribute to any multi-disciplinary discussion of the pupil's needs/progress.

#### **4.2 PUPIL SUPPORT**

- to make sure that the pupils are in an appropriate working position and have access to required equipment and materials.
- to attend to the pupils' personal requirements and physical care on a daily basis, for example assisting with mobility around different areas of the school site as necessary.
- to accompany the pupils on school visits and be aware of difficulties encountered in unfamiliar surroundings. The timing of such visits may overrun the normal school day.
- where necessary, to help the pupils to extend their powers of concentration.
- to support the pupils in gaining self-confidence and independence through encouragement and reassurance.

**The Federation of Earlswood Schools**  
**Person Specification - Teaching Assistants**

<b>Job Criteria</b>	<b>Assessment</b>
<i>Qualifications</i>	
<ul style="list-style-type: none"> <li>Maths and English minimum qualification grade 4 or above equivalent</li> </ul>	Application form Certificates
<i>Professional knowledge and understanding</i>	
<ul style="list-style-type: none"> <li>Committed to promoting pupils' wider personal development and well-being</li> <li>Committed to implementing and following a rigorous and robust set of policies and procedures designed to safeguard children and staff</li> </ul>	Written statement Interview process References
<i>Skills</i>	
<ul style="list-style-type: none"> <li>Able to work under the supervision of class teacher</li> <li>Able to organise and prioritise their work</li> <li>Demonstrate that they can work as an integral part of a team within the classroom, year group and across the schools</li> <li>Be sympathetic to the needs of individual children – especially those with additional needs</li> </ul>	Written statement Interview process References
<i>Abilities and attributes</i>	
<ul style="list-style-type: none"> <li>Able to develop and maintain good relationships with children, staff, parents and governors</li> <li>Show enthusiasm and initiative</li> <li>Be solution focussed</li> <li>Ability to maintain confidentiality in and out of the school</li> </ul>	Written statement Interview process References

*The Federation of Earlswood schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level for this post.*