



## **Job Description for Teaching Assistant Scale 3 (5-6)**

### **Job Title: Teaching Assistant/Learning Support Assistant**

#### **Responsible to: Headteacher & Deputy Head (Line Manager)**

The postholder will be responsible for assisting the appropriate class teacher in supporting the children's learning and providing for their social welfare needs within the school.

#### **Job Purpose**

To assist with the education, supervision and welfare of named children in the class.

#### **Duties:**

- ❑ To work with individuals to support their learning in all curriculum areas under the direction of the class teacher or other professionals.
- ❑ To support the class teacher and other professionals within the school, in developing specific activities and programmes of support for the child/children.
- ❑ To help prepare class activities, through joint planning with teachers and to organise the availability and care of the classroom equipment and resources necessary for such activities.
- ❑ To help children learn as effectively and independently as possible, both in group situations and on their own, e.g. clarifying and explaining instructions, listening to children read, etc.
- ❑ To ensure the health and safety of the children and report concerns or detail of accidents/incidents as necessary to the Headteacher.
- ❑ To undertake some teaching of and managing self-help skills such as toileting, eating and personal hygiene.
- ❑ To work, occasionally, with other professionals, i.e. Speech and Language Therapists, the SENCO, to implement a suitable programme of support for the child/children as required.
- ❑ Administering simple first aid or medical procedures in line with guidelines.
- ❑ To contribute to and implement the school's behaviour policy and support children in complying with that policy.
- ❑ To meet with relevant class teacher prior to the start of the school day.

- ❑ To assist with supervising children at the beginning and end of the day in the playground
- ❑ To assist in the general care of the school environment by keeping classrooms and other areas, like the library etc., tidy and in good order.
- ❑ To implement and promote the school's equal opportunities policies at all times and to value the cultural diversity of the school community.

**To support the teachers, including the following:**

- ❑ To report back to the teacher on the progress of the children in literacy, numeracy and language, in accordance with the school assessment policy.
- ❑ Preparation of resources for learning.
- ❑ To accompany teachers and classes on educational visits, by assisting with children's care, welfare and learning activities.

**To support the curriculum, including:**

- ❑ To support group and individual work in any curricular area under the guidance of the teacher and other professionals.
- ❑ Under the guidance of the teacher, SENCO and other relevant professionals: To prepare materials and support progress in Literacy and Numeracy sessions.
- ❑ To supervise the class as and when required with appropriate support on occasion

**General:**

- ❑ To maintain a positive attitude and to fully engage the school community
- ❑ To attend relevant in-service training as and when required.
- ❑ To administer first aid or carry out simple medical procedures in line with LEA guidelines
- ❑ To attend and contribute to occasional school meetings as directed by the Headteacher
- ❑ To develop activities to promote social interactions between pupils during break times.
- ❑ To operate AVA equipment, including photocopiers to assist the teachers.
- ❑ To work as part of a team
- ❑ To be familiar with school policies, procedures and standards and to be willing to implement them in a consistent way.
- ❑ To relate to children from a wide range of cultural and social backgrounds, to develop positive relationships with them and to promote equal opportunities for all to enjoy the lunch break.

- ❑ To assist children in resolving disagreements. To develop skills to counter bullying in the playground.
- ❑ To recognise when a child needs help.
- ❑ To act calmly in a crisis and to know when to call for extra help.
- ❑ To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher
- ❑ Has clear knowledge of the schools *Safeguarding Policy* and carries out all duties in line with this

## Person Specification – Teaching Assistant/Learning Support Assistant

### **Qualifications and Training**

Successful completion of or willingness to undertake DFES Induction for Special Support Assistants/Teaching Assistants

Basic knowledge of ICT to effectively support the pupils (or willingness to learn)

### **Experience**

Experience of communicating with people from different backgrounds

### **Knowledge and Understanding**

Understanding of the role of Teaching Assistant

### **Skills and abilities**

An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development

To have the ability to develop an understanding of the educational, welfare and social needs of the pupils with whom s/he is working

To have written and oral communication skills

Literacy and Numeracy skills to effectively support the students

The ability to form good working relationships with teachers, and pupils and be able to work in a team

The ability to appropriately follow instructions

The ability to become familiar with and apply whole school policies, procedures and standards and be willing to implement them in a consistent manner

Willing to accompany children on educational trips and visits including possible residential trips

Willing to participate in the rota for lunchtime supervision

Willing to provide cover at Breakfast club and Creche provision during parents evening.

### **Commitment**

A commitment to equal opportunities and inclusion in assisting the school in raising achievement for all its pupils

To be prepared to attend in-service and external training courses and to develop and update knowledge and skills as required