



Teaching Assistant – Job Description and Person Specification

Post Title: Teaching Assistant Level 2	Working Hours 28.33 hrs per week Term time only	Grade: Grade 2 Point 3-5
Responsible to: Head teacher / Year group leader / Class teacher		
Purpose of the job: To work under the instruction and guidance of teaching staff and SLT, to undertake work and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. As a member of the School Team to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.		
<u>Duties and responsibilities:</u> Support for pupils This will involve: Core Duties <ul style="list-style-type: none"> ✓ Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. ✓ Setting challenging and demanding expectations and promote self-esteem and independence. ✓ Providing feedback to pupils in relation to progress and achievement under guidance of the teacher. Additional Duties <ul style="list-style-type: none"> ✓ Assisting with the development and implementation support plans ✓ Establishing constructive relationships with pupils and interacting with them according to individual needs. ✓ Promoting the inclusion and acceptance of all pupils. ✓ Encouraging pupils to interact with others and engage in activities led Support for the teacher This will involve: Core Duties <ul style="list-style-type: none"> ✓ Using strategies, in liaison with the teacher, to support pupils to achieve learning goals. ✓ Assisting with the planning of learning activities. ✓ Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed. ✓ Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. ✓ Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour. Additional Duties <ul style="list-style-type: none"> ✓ Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work. ✓ Establishing constructive relationships with parents/carers. Support for the Curriculum This will involve: Core Duties <ul style="list-style-type: none"> ✓ Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. ✓ Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher. 		

- ✓ Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional Duties

- ✓ Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support for the School

This will involve:

Core Duties

- ✓ Participating in training and other learning activities and performance development as required. Additional Duties
- ✓ Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✓ Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- ✓ Contributing to the overall ethos/work/aims of the school.
- ✓ Appreciating and supporting the role of other professionals.
- ✓ Attending and participating in relevant meetings as required.
- ✓ Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

Health and safety

- ✓ Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policies.
- ✓ Provide support with regard to the personal care, health and medical needs of students.

Professional development

- ✓ Maintain knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- ✓ Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- ✓ Take part in the school's appraisal procedures.

Safeguarding

- ✓ Follow statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- ✓ Promote the safeguarding of all students in the school.

Essential	Desirable
Qualifications, Professional Knowledge and Understanding <ul style="list-style-type: none"> ✓ Good numeracy, literacy and organisational skills ✓ Good communications skills – oral and written ✓ Knowledge of the development of the whole child ✓ Willingness to undertake CPD and learn from others 	<ul style="list-style-type: none"> ✓ Relevant training ✓ Appropriate first aid training ✓ Safeguarding training ✓ Level 2 or 3 Certificate in supporting teaching and learning in schools or other relevant qualification ✓ Experience of supporting teaching and learning activities ✓ Knowledge of the EYFS curriculum ✓ Experience of working with SEND learners
Experience <ul style="list-style-type: none"> ✓ Experience of working with children from 3-7 ✓ Experience of working in the Early Years ✓ Experience of working with children who have English as an additional language ✓ Knowledge of SEND ✓ Use of behaviour management strategies 	<ul style="list-style-type: none"> ✓ Knowledge of Little Wandle (phonics, reading) ✓ Knowledge of UNICEF's Rights of a child ✓ Knowledge of CPOMs
Key Skills and Competencies <ul style="list-style-type: none"> ✓ Can use ICT effectively to support learning – Evidence me, IWB, iPads ✓ Working knowledge of national / foundation stage curriculum ✓ Ability to self-evaluate learning needs and actively seek learning opportunities ✓ Ability to relate well to children and adults ✓ Skills and expertise in understanding the needs of all learners ✓ Active listening skills ✓ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> ✓ Understanding of principles of child development and learning processes
Personal Qualities and Characteristics <ul style="list-style-type: none"> ✓ Commitment to safeguarding and promoting the welfare of children and young people ✓ Commitment to maintain high standards of achievement for all ✓ Enthusiasm for outdoor learning ✓ Enthusiastic, energetic and confident ✓ Imaginative and creative ✓ A caring and nurturing nature ✓ Ability to remain calm in stressful situations ✓ Good attendance record ✓ Commitment to maintain confidentiality at all times ✓ Positive about the environment in which they work 	

NOTE: This job description and person specification may be amended at any time in consultation with the post holder.

Safeguarding Statement

At Elmwood Infant School, we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Elmwood Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.