



Teaching Assistant **Job Description**

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Senior Leadership team.

Job Purpose:

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning, teaching and assessment to help raise standards of achievement for all students.

Duties and responsibilities:

- General classroom duties throughout the school day.
- Supporting teaching, learning and assessment.
- Delivering and assessing small group learning sessions.
- Delivering intervention programmes.
- Assisting in the delivery and monitoring of educational health care plans (EHCP).
- Forming positive relationships with students who may have behavioural and/or learning difficulties. Work with teaching staff to foster links between home and school by assisting in creating greater communication between pupils, parents and staff.
- Participate in documenting pupil records and progress.
- Maximising the progress and achievements for all students.
- Work with small groups and on a 1:1 basis with students as well as supporting within lessons.
- Assist children to manage their personal hygiene.
- Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the child/children.
- To take a full and active part in the life of the school including participation in working groups and appropriate in-service training.
- Any other duties as deemed necessary by the Headteacher or Senior Leadership Team.

Person specification

Experience, Knowledge & Understanding:

- Experience working with young people is essential
- Have experience and a genuine desire to become part of a committed team and a role model to students.
- Theory and practice of effective teaching and learning in a First/Primary School.
- Strategies to maximise progress and achievement for all children.
- Knowledge of phonics essential.
- Equal opportunities and multi-cultural education.
- Create engaging continuous and enhanced provision to support learning.

Skills:

- Ability to create a rich and safe learning environment for all students by establishing high expectations, promoting purposeful learning and creating plans based on the National Curriculum, schemes of work, and information from the assessment of students learning needs.
- Ability to assess the needs of individual students and accurately record and report their progress.
- Ability to manage groups of children and cope with challenging behaviour.
- Good oral and written communication skills are essential.
- Time management and the ability to prioritise and manage workload effectively in a fast-paced environment.
- Ability to build relationships at all levels within our school.
- Ability to work under pressure and able to meet deadlines.
- Ability to understand and follow policies and procedures.
- Ability to work as part of a team.
- Ability to deal consistently with a wide range of people i.e. students, teachers, support staff and outside agencies.
- Ability to use initiative and common sense.
- Flexible approach to duties.
- Reliability and punctuality.

Qualifications and experience:

- 3 GCSE's grade A – C including English and Maths
- Experience working in a First/Primary School setting is desirable
- Relevant Paediatric First Aid qualification (or willing to gain)
- Possess NVQ Level 2 or equivalent

A Commitment to:

- An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and Safety, Confidentiality and Data Protection.
- Contributing to school life and building effective relationships with all members of the school community.
- Undertaking professional development relevant to the post.
- Developing professional skills and knowledge through induction and continuing professional development; undertaking further qualifications if necessary