

# Teaching Assistant



**Job title:** Teaching Assistant

**Salary:** Surrey Job Family Pay Scale PS3.2 (Approx £8752) – PS3.3 (Approx £8961)

**Hours:** 17.25

**Contract type:** 38.6 weeks per annum, Permanent

**Reporting to:** The Headteacher/Assistant Headteacher

## Job Description

To support the classteacher with their responsibility for the development and education of children in schools, including children with special educational and/or medical needs.

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

Monitor and evaluate student progress and report back to relevant staff.

To assist in meeting the childrens' need for encouragement, reassurance and comfort and attend to their personal requirements while encouraging independence at all times.

As a member of staff you are required to undertake an appropriate share of duties attached to the school under reasonable direction. The details of the job description may be subject to change to meet the changing needs of the school and centre, but always through mutual agreement and discussion.

## The main responsibilities include but are not limited to:

### Supporting delivery

- Provide specialised support/interventions for individuals or groups. This is likely to include leading on a specific intervention. Deliver 1-1 and/or group support/intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff
- Monitoring and maintaining a programme of support/interventions e.g lunchtime support and effective resourcing, specific catch up interventions.
- Use of specialised equipment/tools.
- Monitor and undertake routine tasks such as cleaning equipment, tidying up etc.
- Carry out personal care routines as appropriate.
- Care and respond to pupils' needs including routine medical needs.
- Occasionally provide support with whole class supervision for teachers' planned lessons.

### Planning and Organising

- Plan and organise own work and/or intervention to meet given priorities.
- Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.

### Analysis, Reporting and Documentation

- Assist in the delivery of relevant assessments and evaluations

- Maintain and submit records following relevant school policies & procedures.
- Create and maintain relevant safeguarding records using CPOMs.

### **Policy and Compliance**

- Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or compliance requirements.

### **Work with others**

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
- Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.

### **Duties for all**

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out the role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.

### **EDUCATION, KNOWLEDGE, SKILLS & ABILITIES, EXPERIENCE AND PERSONAL CHARACTERISTICS**

- Minimum 3 GCSE's at Grade C or above, including English and Maths, or equivalent, or be able to evidence ability at an equivalent level.
- Good written and oral communication skills with the ability to build sound relationships with staff and children
- Additional Vocational Qualification or specialist skills in a relevant field
- Working knowledge of relevant skill set, systems, equipment, processes and procedures.
- Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.
- Competent in a range of IT
- Ability to apply relevant health and safety, equality and diversity, and other School policies and procedures.
- May be required to undertake manual handling and physically demanding work.
- Accuracy and ability to prioritise and organise own workload.

If you don't have all of the experience listed above but are interested in applying, contact the Headteacher.

***We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We fully expect all our staff and our volunteers to share this commitment.***

***All shortlisted applicants will be subject to an Online Search and Reference Checks prior to interview.***

***Successful applicants will be required to undertake an enhanced DBS check, sign a Childcare Disclosure Declaration and produce a valid 'Right to work in the UK' document. Some posts may also require a Children's Barred list and/or a Section 128 Check.***

***These checks form a part of our Safer Recruitment Practice and are either a mandatory requirement, or are strongly recommended in the Government publication, 'Keeping Children Safe in Education' Sept 2022.***

**Notes:**

This job description may be amended at any time in consultation with the post holder.

**Last review date:** September 2022

**Line manager's signature:**

---

**Date:**

---

**Post holder's signature:**

---

**Date:**

---