

## Teaching Assistant

<b>Post Title:</b>	Teaching Assistant
<b>Grade:</b>	Bexley 05
<b>Hours:</b>	30 hours per week
<b>Responsible to:</b>	Teacher / Senior Staff
<b>Responsible for:</b>	No staff
<b>Location:</b>	Old Bexley C of E Primary School

### JOB DESCRIPTION

#### Main purpose of the job

You will be enabling access to learning for all pupils, including those with special needs. Working under the guidance of teaching staff, you will undertake work, care and support programmes for individuals and groups. You will be assisting in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

#### Main Duties and Responsibilities

- To assist teachers by supporting pupils in their learning in order to ensure their continuing educational development
- To assist teachers in fostering an attractive learning environment to ensure that pupils spend their school life in stimulating surroundings
- To assist teachers and senior managers in preparing resources and equipment as necessary, in order to support pupils' learning
- To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education
- To support the classroom teacher with specialist interventions to ensure that all pupils regardless of their needs have access to learning

## Job Activities

- Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils' work
- Prepare and maintain equipment/resources as directed, assisting in their use
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Supervise pupils to ensure their safety
- Respond to pupils' minor welfare and personal needs
- Ensure pupils requiring regular medication are given timely reminders
- Supervise and assist with any toileting needs as required
- Encourage pupils to interact with others, engage in activities led by the teacher and to act independently
- Establish good relationships with pupils, acting as a role model
- Work within pre-determined guidance, policies, procedures and teacher's guidance
- Have an awareness of the school's educational and behavioural policies for developing pupils
- Have an awareness of individual needs and respond appropriately ensuring all pupils have equal access to learning
- Be aware of and support differences, and ensure all pupils have equal access to opportunities to learn and develop
- Undertake pupil record keeping, collecting information from/to parent/carers as directed
- Record individual pupil's behavioural difficulties, discussing with the teacher appropriate responses and then carry them out when necessary, always communicating with the classroom teacher
- Report progress and achievements to the teacher as agreed
- Provide basic clerical and IT support for teacher
- Assist the teacher developing effective methods of explaining basic ICT applications and supporting pupils in their use
- Attend weekly meetings and discussions, which contribute to the overall work of the school

## PERSON SPECIFICATION

The candidate appointed as the Teaching Assistant will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

Category	Essential	Desirable
<b>Qualifications and Experience</b>		
Good numeracy and literacy skills	✓	
DfES Teacher Assistant Induction Programme		✓
NVQ2 for Teaching Assistants or equivalent qualifications or experience		✓
Training in the relevant learning strategies, e.g. literacy		✓

Amadeus Primary Academies Trust | Job description and person specification

First Aid Training as appropriate		✓
<b>Professional knowledge, skills and competences</b>		
Effective use of ICT to support learning	✓	
Use of other equipment technology – video, photocopier	✓	
Basic understanding of child development and learning	✓	
Ability to self-evaluate learning needs and actively seek learning abilities	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team	✓	
Understanding of relevant policies/code of practice and awareness of relevant legislation		✓
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies		✓
Experience of supporting children with special educational needs		✓
Knowledge of social communication difficulties		✓
Training in speech and language		✓
<b>Experience</b>		
Working with or caring for children of relevant age	✓	
Experience in schools		✓
<b>Personal Characteristics</b>		
Quick learner	✓	
Commitment to safeguarding having due regard for Keeping Children Safe in Education	✓	
Attention to detail	✓	
Ability to prioritise and manage own time effectively	✓	
Ability to work under pressure and to challenging deadlines	✓	
High integrity and openness	✓	
Ability to resolve complex problems independently	✓	
Ability to be reflective and self-critical	✓	
Flexibility, creativity and the ability to think laterally	✓	
A belief that everyone can benefit from, and has an entitlement to high quality educational opportunities	✓	
Commitment to high standards and expectations, best value and continuous improvement	✓	
Ability to effectively engage with students, parents, the wider community and other stakeholders	✓	