

**Job Description and Person Specification  
Teaching Assistant  
BR4**

**Main Purpose:**

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN and/or health needs; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

**A) Supporting the Pupil/s**

Ensure all pupils are appropriately safeguarded in line with the school's Safeguarding procedures.

Supervise and provide particular support for pupils, including those with special educational and/or health needs, ensuring their safety and access to learning activities, for example:

- clarifying and explaining instruction;
- ensuring that the child is able to use the equipment/resources provided
- motivating and encouraging child as required;
- assisting in areas for development e.g. language, behaviour, reading, spelling, handwriting/presentation etc;
- helping pupils to access, focus on and finish the work set;
- meeting physical needs as required whilst encouraging independence;
- meeting health needs as required;
- liaising with the class teacher devising complementary learning activities.
- Assist with the development and implementation of provision plans and stress support plans.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.

**B) Supporting the Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, challenges etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

### **C) Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **D) Supporting the School**

- Be aware and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings/training as required.
- Assist with the supervision of pupils out of lesson times, including break times/lunchtime as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Any other tasks as directed by the Headteacher which fall within the parameters of the post.

**Person Specification:**

<b>Knowledge and Skills</b>	<p>Excellent communication skills both written and verbal.</p> <p>Successful recent experience of working with children of a relevant age (desirable).</p> <p>Organised and methodical with the ability to work as part of a team or independently.</p> <p>Able to inspire and motivate others to succeed.</p> <p>Ability to work calmly under pressure and have ability to adapt quickly and effectively to changing circumstances/situations.</p> <p>Ability to effectively use ICT to support learning.</p> <p>Basic understanding of child development and learning.</p> <p>Ability to accurately keep records.</p>
<b>Personal Qualities</b>	<p>Caring, warm and empathic.</p> <p>Ability to relate well to children and adults.</p> <p>Professional manners.</p> <p>Approachable with a calm nature.</p> <p>Well organised and methodical.</p> <p>Dependable and flexible.</p> <p>Motivated and enthusiastic.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p>

<b>Qualifications</b>	<p>Demonstrate good numeracy and literacy skills equivalent to GCSE A-C (essential).</p> <p>NVQ 2 in teaching assistance or equivalent qualifications or experience (desirable).</p> <p>Relevant qualifications at a level equivalent to NVQ Level 3 (desirable).</p> <p>First aid training/training in specific medical procedures as appropriate (desirable).</p>
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