



Midsomer Norton  
Schools Partnership



**Buckler's Mead**  
ACADEMY

## Job Description – Teaching Assistant

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**Grade:** B&NES Grade 3 (Points 5 – 7)  
**Responsible to:** Head of Department / Deputy Head

### 1. JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/care/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.

### 2. MAIN DUTIES AND RESPONSIBILITIES

#### Support for Pupils

- Provide support to Modern Foreign Languages students, English as an Additional Language students and students from the BAME community
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters, as appropriate.
- Supervise and support pupils ensuring their safety and access to learning.
- Assist with the development of student profiles and target action plans
- Develop a good knowledge of pupils' individual special educational needs and implement appropriate strategies as outlined on the students' profile.
- Establish constructive relationships with pupils, act as a role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- 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.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To provide pastoral support for pupils under the supervision of the tutor or House staff.

#### Support for Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Assist with the planning of learning activities.
- Maintain and update records under the supervision of the teacher.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems 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.
- Gather/report information from/to parents/carers as directed.
- Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.

- Provide clerical/admin support for learning e.g. photocopying, word processing, filing, data entry etc.
- Support the role of the tutor, including delivery of small group activities or mentoring under the supervision of the tutor or House staff.

#### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes including planned 1:1 and small group interventions, adjusting activities according to pupil responses.
- Use a range of approaches and resources to support pupils to develop basic literacy and numeracy skills as directed by the teacher.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- 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.

#### School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department and adhere to them at all times
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out

#### Physical Effort & Working Environment

- The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.
- During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

#### Personal Specification

It is expected that the successful candidate would possess the following attributes:

<b>Essential</b>
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Evidence of a good basic education, especially in English and Maths
A friendly and courteous manner.
Experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.
Ability to relate well to both children and adults
<b>Either</b> NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme <b>Or</b> a minimum of 3 years recent, relevant experience, which demonstrates the postholder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.
Be able to demonstrate experience of using a number of learning strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme with minimum supervision only.
Basic understanding and use of technology ie Microsoft Office, Internet, email, use of photocopiers etc
Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Ability to self-evaluate learning needs and actively seek learning opportunities
<b>Desirable</b>
Appropriate knowledge of general first aid
Training in the relevant learning strategies e.g. literacy.
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.

**Midsomer Norton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to references and a full Disclosure and Barring Service check. Please note that in line with 'Keeping Children Safe in Education' requirements we carry out social media checks on all shortlisted candidates**

**Post Holder:**

Name:

Signature:

Date:

**Line Manager:**

Name:

Signature:

Date: