Job Title:	Teaching Assistant (TA) Job Description
Grade:	6
Post Number:	
Responsible To:	(*Line Manager job title required)*
Key Relationships/ Liaison with:	Teachers, Other classroom support staff, SENCo
Job Purpose:	A TA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 3

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
2. To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
5. To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
6. To support the physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
7. To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
8. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
9. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
10. To prepare and utilise ICT resources to support pupils learning.
11. To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.

12. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.

13. To provide support for bilingual / multilingual pupils if required.

14. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.

15. To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.

16. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.

17. To assist volunteers based in your work area, as appropriate.

18. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special Schools)

19. To support, as appropriate, in instances where pupils are unwell whilst at the school. *

20. To provide toileting support to pupils as necessary.**

Other duties the school may wish to include, not affecting the grade of the post:

21. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.

22. To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.

23. To lead an extra-curricular activity under the direction of the school but with limited direct supervision.

24. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.

25. To undertake midday supervision duties.

26. To support, as appropriate, in instances where pupils are unwell whilst at the school.*

* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.
** these duties only to be undertaken after appropriate risk assessment and training have been provided.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

(a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
(b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
(c) Expenses will be paid in accordance with the Local Conditions of Service.

(d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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Grade: 6

	Essential	Desirable	How assessed
Qualifications • NVQ 3 in Supporting Teaching and Learning, or equivalent OR Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. • Level 2 qualifications in maths/numeracy and English/literacy OR Able to demonstrate competency in literacy and numeracy equivalent to level 2.	✓ ✓		App/Doc App/Doc
Experience • Experience of supporting teaching and learning in a formal setting	✓		App/Int/ Ref
Knowledge • Knowledge of child protection and health and safety procedures.	✓		App/Int/ Ref
Skills/Attributes • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to work effectively as part of a team.	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
General Circumstances • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
Factors not already covered Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)