**Teaching Assistant Job Description**

**Employment Details**

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| Job title: | Teaching assistant |
| Reports to (job title): | The head teacher and the special educational needs coordinator (SENCO) |
| Type of position: | Part time (mornings only to include breakfast club) |
| Hours of work: | 8.00am-1.15pm |
| Level and scale point: | Grade 16 Point 2 |
| Job purpose: • Support the teacher in the classroom and in preparation for lessons.• Support children in their educational and social development.• Provide extra support for pupils with special educational needs or disabilities.• Provide extra support for pupils with English as an additional language. • Provide daily breakfast club provision |

**Employment Details**

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| Support children with mathematics, reading and writing on an individual, class or small group basis. |
| Give extra support to children with special educational needs, disabilities or English as an additional language. |
| Help the teacher to develop learning programmes and activities, and adapt appropriate materials. |
| Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order. |
| Listen to children read, read to them and tell them stories. |
| Support the teacher in managing class behaviour. |
| Provide daily breakfast club provision for those children attending wrap around care. |
| Take part in training, meetings and reviews. |
| Create displays from pupils’ work. |
| Develop knowledge of the learning support needs of individual pupils. |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. |
| Supervise children during playtimes. |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher. |
| Help out with school events, trips and activities. |

**Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes**

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualifications and experience | * Previous experience working with children.
* Education to secondary school level at least.
* Knowledge and understa14nding of child development and children’s and families’ needs.
 | * Previous experience working in a school setting.
* Relevant qualification with regard to working with children, such as NVQ 3.
 | A, I, D |
| Organisation | * Ability to plan and organise.
* Ability to recognise and identify problems.
* Ability to record and pass on information accurately.
 | * Ability to cope with many roles/ responsibilities.
* Understanding of the importance of parental involvement.
 | A, I, R |
| Special skills and interests | * Ability to encourage and enable others to develop their full potential.
 | * First aid, music, arts and crafts, computing.
* Any extra interests related to childcare.
 | A, I |
| Disposition and attitudes | * Ability to build relationships and to lead and work as part of a team.
* A friendly, helpful, caring and flexible approach.
* Open-mindedness and patience.
* A commitment to equal opportunities.
* Ability to maintain confidentiality in all school matters.
 | * High levels of self-confidence.
* Ability to relate well to other professionals.
 | I, R |
| Physical attributes and other circumstances | * Ability to physically fulfil the responsibilities of the post.
* Willingness and ability to attend appropriate meetings and training.
* Reasonable personal presentation.
* Excellent punctuality.
 | * Flexible approach.
 | I, R |

**Evidence**

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview