**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**

**Teaching Assistant Job Description**

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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