

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b> Teaching Assistant	<b>Grade:</b> Scale 3, points 5-6
<p><b>Responsible To:</b> Assistant Principal/other appropriate manager</p> <p><b>Purpose of Job:</b> The role of the teaching assistant is to assist teachers in providing a learning environment to support the development and educational needs of pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.</p> <p>The teaching assistant will be expected to be flexible and to provide assistance wherever needed. This will not always be within a specific classroom. Teaching assistants may be required to work on a 1:1 basis and/or with different groups of pupils, including those with special educational needs and disabilities. This may be in any area of the school.</p>	

Main duties and responsibilities:

- Working with individual pupils and groups of pupils, under the direction of the teacher/line manager, introducing tasks, monitoring pupils' work and using a range of strategies to support their learning
- Helping pupils to access the full curriculum, at the same time promoting independent learning
- Observing pupils' performance and using the systems in place in the school/classroom, providing the teacher with feedback on pupils' progress and helping to maintain individual and group records
- Contributing to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues
- Helping prepare and maintain a purposeful, orderly and supportive environment for learning
- Providing care with regard to the physical welfare of pupils
- To undertake first aid training, and act as a first aider as required
- Drawing on specialist skills and knowledge to respond effectively to pupils with special educational needs and/or disabilities with appropriate training.

## Job activities relevant to all teaching assistants

- Supporting the Trust's aims and ethos
- Providing targeted support to any individuals and groups, including those pupils with English as an additional language or special educational needs as required
- Contributing to planning for teaching and learning
- Supporting the teaching of the Paradigm Trust curriculum, helping pupils with activities which develop their literacy and numeracy skills
- Delivering structured intervention and catch-up programmes to groups
- Using a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by their line manager
- Supporting the organisation of the learning environment, including the production, maintenance and storage of resources
- Meeting regularly with the assistant principal, SEND manager and/or teachers during contracted hours to discuss pupils' progress and to plan and review support
- Attending formal meetings during contracted hours to discuss pupils' progress with parents/carers and other professionals as part of the relevant staff group
- Undertaking supervision of playground activities as directed
- Undertaking care tasks relating to pupils' physical welfare in accordance with national guidance and procedures
- Accompanying pupils and teachers on educational visits during contracted hours
- Ensuring that an appropriate level of spoken and written English is modelled with pupils at all times
- Respecting the confidentiality of pupil information and responding sensitively to pupils' needs
- Being aware of the particular learning and physical needs of the pupils supported
- Actively participating in the Trust's performance management scheme, as specified in the school policy, meeting regularly with the postholder's line manager, in accordance with the scheme, ensuring that performance standards and targets are set and met within the agreed time scale
- Undertaking relevant and appropriate professional development during contracted hours
- Attending staff meetings within contracted hours, as required
- Making proactive and regular use of communication arrangements within the Trust, including email, so as to stay up to date and informed.
- Undertaking other similar duties commensurate with the grade and nature of the post
- Actively supporting and complying with all Trust policies and procedures e.g. health and safety, equal opportunities, child protection and behaviour
- Provide first aid and administer medication as and when required

### Equal Opportunities Statement

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

### Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Principal or Service Head.

### Child Protection

To follow the child protection procedures adopted by the Trust, and have due regard for safeguarding and promoting the welfare of children and young people.

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Postholder**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Principal/Service Head**

<b>Teaching Assistant Person Specification</b>		
<b>Qualifications</b>	<b>Application</b>	<b>Interview</b>
A good general standard of education which must, as a minimum, include a GCSE grade 'c' / grade 4 in both English and mathematics (or equivalents)	x	
Any other relevant qualifications pertinent to the role, for example training in a specific learning need (desirable)	x	
<b>Experience</b>		
Experience of working with children or young people either in a paid or voluntary capacity (desirable)	x	
Experience of working collaboratively with others to achieve a common goal	x	x
<b>Knowledge and understanding</b>		
A general understanding and awareness of how pupils learn and the various factors that could affect their learning	x	
Understanding of, and commitment to, equality issues within the workplace and the safeguarding of children	x	

Skills and abilities		
Good verbal and written English communication skills. (This will be tested as part of the application process)	x	x
A degree of resilience and the ability to remain calm when under pressure and in challenging circumstances		x
The ability to communicate effectively with individuals and groups of pupils, teachers, parents/carers and other members of staff	x	x
The ability to establish and maintain effective working relationships, and to work effectively as part of a team	x	
To be able to use information and communication technology effectively including email, Microsoft Word and Excel packages and the Google Apps suite of programmes	x	
Good organisational and administrative skills	x	
Additional		
A commitment to the Trust's Equal Opportunities Policy	x	
A flexible attitude and a willingness to adapt to changing circumstances		x
The ability to adapt to differing environments within the school and to the needs of different pupils	x	
A commitment to ongoing professional development	x	
An understanding of, and sympathy with, the aims of the Trust		x
An enhanced DBS disclosure that is satisfactory to us will be a condition of your appointment.	x	