

JOB TITLE:	Teaching Assistant (Primary)
GRADE:	Level 2: SCP 8 - £16,966.14 Level 3: SCP 12-15 - £18,364.60 - £19,489.15 Term Time Only plus PD Days, 35 Hours per Week
LOCATION:	TA position will initially be based in our Primary setting, however they may be required to work in any of our Middlesbrough Academies
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	The role of Teaching Assistant at River Tees Academies involves working under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally e.g. during short-term absence of teacher or for regular short periods with teacher's planning provided.

KEY TASKS

Support the pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development, implementation and evaluation of EHCP/SEND Support Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support the teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement and progress against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Maintain classroom displays to a good standard and in-line with academy expectations

Support for Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. reading and phonics and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

GENERAL / MISCELLANEOUS

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Teaching Assistant Person Specification

Item	Essential	Desirable	Qualifications/ Training	Experience	Knowledge & Skills	Where Identified
Maths and English GCSE Grade A-C	✓		✓			Application Form
NVQ 3 for Teaching Assistants or equivalent qualification or experience	✓		✓			Application Form
Training in the relevant strategies e.g. literacy and/or in particular curriculum or specific learning area E.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	✓					Application Form
Relevant Qualification in Education		✓	✓			Application Form
Appropriate first aid training		✓	✓			Application Form
Experience of working in a the same or similar position	✓			✓		Application Form/Interview
Working with or caring for children of relevant age	✓			✓		Application Form
Working in an education or alternative education setting.		✓		✓		Application Form
Knowledge of data protection.		✓		✓		Application Form and Interview/Assessments
Understanding of governmental policy relating to children and		✓		✓		Interview/Assessments and References

young people and support agencies.						
Effective use of ICT to support learning	✓				✓	Interview/Assessments and References
Use of other equipment technology	✓				✓	Interview/Assessments
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓				✓	Interview/Assessments
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓				✓	Interview/Assessments
Understanding of principles of child development and learning processes	✓				✓	Interview/Assessments
Ability to self-evaluate learning needs and actively seek learning opportunities	✓				✓	Interview/Assessments/References
Ability to relate well to children and adults	✓				✓	Interview/Assessments/References
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓				✓	Interview/Assessments/References