

Teaching Assistant - Job Description

Salary scale:	Scale 3
Hours:	33.75 hours per week, 39 weeks per annum (term time + 5 INSET days)
Contract term:	Permanent
Job start:	4 November 2024
Responsible to:	Headteacher

Responsibilities

This job description summarises the purpose and responsibilities of the role; it is not an exhaustive list of tasks that may be necessary and undertaken in order to achieve this purpose. The purpose and responsibilities can be varied from time to time at the discretion of the Trust, in consultation with the role holder.

Purpose of job:

- To support pupil's learning and development
- To take an involved part in the planning and record keeping of pupil's development
- To share in the care and wellbeing of the pupil throughout the school

Duties:

It is the responsibility of the Teaching Assistant to:

Support pupils by:

- Supervising and assisting individual or small groups of pupils in activities set by teachers or by the TA with teacher guidance
- Supervising whole classes for short periods of time
- Developing pupils' social skills by supporting them in groups
- Implementing behaviour management policies in accordance with guidance provided by the school
- Providing support for pupils inside and outside the classroom enabling them to fully participate in activities
- Be aware of the early signs of bullying and disruptive behaviour and intervene as necessary
- Helping the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successfully access the curriculum
- Helping to keep pupils on task by giving individual attention where necessary and helping them to become more successful learners
- Accompanying classes on school trips and swimming where necessary
- Build and maintain close and secure relationships with pupils
- Attending to and ensuring the care, health and welfare of pupils at all times, including the willingness to dress and undress, the toileting and the cleaning of pupils, if necessary after appropriate training
- Ensure that any pupils who have had an accident or feel unwell are referred to a first aider

Support teachers by:

- Evidencing pupil progress by using assessment
- Working with outside agencies such as Educational Psychologists and Speech Therapists by liaising and supporting their work with pupils
- Assisting pupils with physical needs and difficulties
- Assisting pupils with their personal hygiene needs
- Helping implement lesson plans and making possible more ambitious learning activities
- Providing feedback to teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation
- Getting classroom materials ready for a session or lesson
- Liaising with class teacher, sharing lesson plans, and contributing to IEPs and EHCP reviews as necessary

Support for the curriculum by:

- Providing support for teaching and learning within class
- Intervention programmes where necessary
- Developing skills and knowledge of ICT, particularly in supporting pupils with Special Needs
- Attending staff training as appropriate
- Assessing pupils' learning and recording findings
- Any other duties within the scope of this function as directed by the Headteacher

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaising verbally and in writing with parents, pupils, governors, agencies and other organisations.

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the school policies, procedures and priorities.

All Connect Education Trust staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and safeguarding policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the school as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or pupils
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Education Committee
- Support codes of professional ethics/safe practice in the staff Code of Conduct
- Have regard for and act in accordance with the Health and Safety Policy/practice
- Celebrate success of pupils and staff

Teaching Assistant - Person Specification

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Essential
Educated to GCSE Standard including Maths & English
Good standard of spoken, written and comprehension of English
Experience of supporting children
An interest and commitment to work-related training
Ability to communicate effectively, both verbally and in writing
Good interpersonal skills
Ability to cope with and adapt to change
Ability to work with other team members and to contribute imaginatively to team development
Ability to work co-operatively and flexibly within a team
An understanding of the importance of confidentiality
Ability to act and work on own initiative
Desirable
Education based childcare qualification
Experience of working in an educational environment
Ability to accompany pupils to the swimming pool