



JOB DESCRIPTION

Job Title: TEACHING ASSISTANT

JOB PURPOSE

You will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities when required for whole classes/small groups and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- 1 To be responsible to the Classroom Teacher and/or SENDCo and/or Teacher-in-Charge of The Keevill (lesson by lesson).
- 2 To be responsible to the Headteacher (overall pattern of work).

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher, SENDCo, Teacher-in-Charge of The Keevill or Headteacher:

- Delivering learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs.
- Delivering local and national learning strategies, e.g. literacy, numeracy, early years, KS1 or KS2 and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Using ICT effectively to support learning activities and develop students' competence and independence in its use.
- Selecting and preparing resources necessary to lead learning activities, taking account of students' interests as well as language and cultural backgrounds.
- Organising and managing an appropriate learning environment and resources.
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Promoting the inclusion and acceptance of all students within the classroom.
- Provide feedback to students in relation to progress and achievement.
- Supervising lessons, including the entry and dismissal of classes, during the short term absence of a teacher and in the absence of a cover supervisor.

Teaching & Learning Activities:

- Assist in the sharing of students work.
- Communicate effectively and sensitively with students to support their learning.
- Promote and support the inclusion of all students in the learning activities in which they are involved.
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise, in conjunction with the teacher/teaching assistant team.
- To assist with the supervision and encouragement of good behaviour amongst students.
- Manage safely the teaching space and resources within the school.
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area.

Planning & Expectations:

Working within schools policies and procedures to:

- Promote equal opportunities for all students.
- To contribute to discussions, with the teacher and SENDCo/Teacher-in-Charge of The Keevill, on the development of work programmes, work activities and support programmes for students.
- To be aware of teaching resources and materials.
- Provide feedback to students and the teacher.
- Attend and participate in relevant meetings and training as required.

Professional Values & Practice:

- Safeguard the health and safety of self and others in accordance with school policies.
- Have high expectations of all students and assist the promotion/reinforcement of students' self-esteem.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently with respect and consideration as well as be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students.
- Work collaboratively with colleagues to meet the needs of all students (inc SEN students).
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

General:

- To maintain a safe environment for students, staff and visitors to the school.
- Supervise students off site on school trips and other external visits.
- To provide welfare support for students.
- To assist with any personal care where required.

In additional to the duties above, if you work in The Keevill Unit, you will be required to:

- Implement timetabled therapy and interventions agreed for pupils.
- Implement Manual Handling Plans and follow guidelines and training to ensure safety for staff and pupils.
- Support individual pupils with any communication, self-care, mobility and medical conditions.

Additional Duties:

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Headteacher.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility.



PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework with a pass at GCSE Grade C or equivalent 	<ul style="list-style-type: none"> Achievement of the Professional Standards for Higher Level Teaching Assistants An NVQ level 2 in Teaching and Learning
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Able to communicate effectively with children, parents and other staff Able to motivate and encourage students Ability to use basic technology ie photo-copier, computer, video and digital camera 	<ul style="list-style-type: none"> A good level of knowledge and understanding of more than one area of learning, e.g. English, mathematics, science, SEN. At least three years' experience in supporting children's learning Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas Awareness of child protection and bullying issues
Work-related Personal Requirements	<ul style="list-style-type: none"> Actively enjoys working with children and has empathy with students and is sympathetic to their needs Professionally discreet and able to respect confidentiality Confidence to work in a range of settings (special and mainstream) with students of all age and abilities Flexible approach to tasks Firm, sensitive and effective approach towards student discipline Willing to work as part of a team 	<ul style="list-style-type: none"> Ability to plan own role in lessons including how feedback will be provided to students and colleagues on students' learning and behaviour
Other Work Requirements	<ul style="list-style-type: none"> Patient and resilient 	<ul style="list-style-type: none"> Knowledge of the legal definition of Special Educational Needs (SEN), and familiarity with the guidance about meeting SEN given in the SEN Code of Practice

