

JOB DESCRIPTION: Teaching Assistant

**JOB TITLE:** Teaching Assistant

**POST HOLDER:**

**HOURLY RATE:**

**RESPONSIBLE TO:** Assistant Head teacher responsible for specific year group.

**PURPOSE OF JOB:** To assist teachers in planning, delivery, and assessment of pupils.

**DUTIES:**

**A Supporting the Pupils**

1. To aid the children to learn as effectively as possible both in group situations and independently by:
	* Clarifying and explaining instructions
	* Ensuring children are able to access continuous provision
	* Motivating and encouraging children as required
	* Supporting children with challenging behaviour where necessary
2. To establish supportive relationships with children and engage with their parents.
3. To be responsible for the planning, delivery, and assessment of interventions.

# B Supporting the Teachers

1. To support the teaching team by making contributions in planning.
2. To administer appropriate assessments and to record progress made by the children.
3. To participate in the evaluation of planned activities and assessments.
4. To provide regular feedback about the children to the teacher through observations.
5. To attend progress meetings and feedback the progress made by individual children.

# C Supporting the School

1. To attend relevant in-service training
2. To be aware of school policies and procedures
3. Any other tasks as directed by your Line Manager to support the department you are working in e.g. Christmas Production, School trips, new intake meeting etc.

**Person Specification: Teaching Assistant**

*The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out based on how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below:*

1. **Experience**
2. Experience working with children of relevant age.
3. **Qualifications/Training**
4. Good numeracy/literacy skills.
5. Teaching Assistant Qualification or equivalent or experience.
6. Training in the relevant learning strategies, e.g. Special Educational Needs, literacy, numeracy.
7. Appropriate Safeguarding training and a willingness to undertake any other relevant training.
8. **Knowledge/Skills**
9. Ability to use ICT effectively to support learning.
10. Ability to use other equipment technology
11. An understanding of relevant policies/codes of practice and awareness of relevant legislation.
12. A general understanding of the curriculum and other relevant learning programmes/strategies.
13. A basic understanding of principles of child development and learning processes.
14. Ability to self-evaluate learning needs and actively seek learning opportunities.

12. Ability to relate well to children and adults.

13. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

14. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.