



# St. Michael's CofE Primary School

## Teaching Assistant Job Description and Person Specification

<b>Job Title:</b>	Teaching Assistant
<b>School:</b>	St. Michael's School, East Wickham, Bexley
<b>Responsible To:</b>	Class Teacher & SENCO
<b>Liaises With:</b>	Class Teacher & SENCO
<b>Job Purpose:</b>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Duties and Responsibilities Include:

#### Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

#### Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide clerical/admin support, e.g. photocopying, typing, filing, money, administer coursework, etc.

#### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, Foundation Stage, recording achievement and progress and feeding back to the teacher.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **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.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

### **Working Structures and Relationships**

Teaching assistants are directed in the first instance by the class teacher. This may be in association with the SENCO.

A timetable will be agreed at the start of employment and may be reviewed termly in discussion with the class teacher, SENCO and Headteacher. Adjustments may be made based upon the children's needs.

Teaching assistants may be required to undertake training during the working day. Occasionally external training is planned for and hours adjusted or paid as necessary.

All teaching assistants are required to attend 3 of the 5 Inset (training) days each academic year. Your Headteacher will discuss with you which ones.

All teaching assistants take part in the staff performance management cycle.

## Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>		
Teaching Assistant NVQ Level 2 or have completed training of a similar standard (including NNEB or a certificate in Literacy & Numeracy for Support Assistants)		✓
Had relevant qualifications for Literacy and Numeracy L2 or equivalent (GCSE Maths and English grades 4-9)	✓	
MAPA Positive touch training		✓
Degree level education		✓
<b>Work or Relevant Experience</b>		
Relevant experience working in an educational setting	✓	
Experience of classroom administration support	✓	
Ability to plan and organise effectively	✓	
Ability to work with small groups or an individual pupil	✓	
Ability to form and maintain appropriate professional relationships and boundaries with children and young people	✓	
Experience of working with pupils with specialised needs – behavioural/ autism/ speech and language	✓	
<b>Knowledge and Understanding</b>		
An in-depth and detailed knowledge of school-based education including child development	✓	
National curriculum including Literacy and Numeracy		✓
Work with non-school based support agencies		✓
Understanding of behaviour management strategies	✓	
<b>Skills and Abilities (relevant to post)</b>		
Good oral and written skills and ability to relate well to children, staff and parents	✓	
Evidence of working well as part of a team	✓	
ICT and the willingness to update skills and undertake further training	✓	
<b>Personal Qualities</b>		
Ability to bring to the role initiative, enthusiasm and commitment	✓	
A positive outlook towards life	✓	
Flexibility and reliability	✓	
Willingness to develop skills with further training	✓	
Ability to provide a good role model to young pupils	✓	
An understanding and genuine commitment to equal opportunities	✓	
Sympathy with the aims of this Church of England school	✓	
Ability to maintain confidentiality	✓	