



**WILLIAM FARR**  
C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Teaching Assistant

**Reports to:** Head of Faculty - SEND

**Grade:** WFS Grade 3 (6-8)

### JOB DESCRIPTION

#### **Overall Responsibilities:**

To work with individual pupils/groups of pupils being identified as having additional needs, as directed by the teacher, Head of Department, Assistant Head of Department.

#### **Duties and responsibilities:**

##### **School Related**

- Assist with the planning and preparation of activities.
- Act in accordance with the school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Know the Behaviour Policy, Care and Guidance Policy and Special Needs Policy.
- Be able to work with children across the range of SEN.
- Adopt resources depending on the needs of the pupil/s as directed by Head of Department or Assistant Head of Department.
- Deliver reading, spelling and numeracy programmes to individual pupils or groups of pupils during registration and/or lunchtime.
- Monitor pupils' needs and report to designated person.
- Keep records as required by the Department and the school.
- Participate in the review system of IEPs in accordance with departmental policy.
- Keep behavioural records of pupils.
- Use lesson records as directed by Head of Department or Assistant Head of Department.
- Keep records of spelling, recording and numeracy groups/pupils.
- To be involved in some administrative tasks for the Department.
- To be part of the Performance Management cycle of the Department and the School.
- Be familiar with all relevant statements and IEPs of pupils with SEN.
- Deliver small-group Behaviour Management and Social Skills to pupils.

**Child Related**

- Provide development and learning (physical, emotional, education, social).
- Foster growth, self-esteem and independence.
- Observe and record development.
- Carry out daily personal care and hygiene routines.
- Assist with movement of pupils around the school.

**General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

| Qualifications, Knowledge and Experience   |           |           |                       |
|--|-----------|-----------|-----------------------|
|  | Essential | Desirable | Assessment            |
| GCSE Maths and English – Minimum Grade C / 4   | ✓         |           | Application           |
| Have any teaching assistant qualification  |           | ✓         | Application           |
| Experience of working as a teaching assistant  | ✓         |           | Application/Interview |
| Experience of working within a secondary school  |           | ✓         | Application/Interview |
| Have experience of working with children with SEND   | ✓         |           | Application/Interview |
| Have experience of using behaviour management strategies   | ✓         |           | Application/Interview |
| Have experience in leading and working with small groups   |           | ✓         | Application/Interview |
| Knowledge of safeguarding  |           | ✓         | Application/Interview |
| Ability to keep sensitive information private and maintain confidentiality in line with GDPR guidelines. | ✓         |           | Application/Interview |
| Personal Qualities   |           |           |                       |
| Able to build positive relationships with staff, parents and students                                    | ✓         |           | Interview             |
| Be organised and able to prioritise  | ✓         |           | Interview             |
| Be flexible  | ✓         |           | Interview             |
| Be professional and efficient  | ✓         |           | Interview             |
| Be personable and relatable  | ✓         |           | Interview             |
| Good timekeeping   | ✓         |           | Interview             |