

Appendix F4 – DRAFT - Teaching Assistant job description and person specification

JOB DESCRIPTION Teaching Assistant	SALARY/GRADE RG2m
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MAIN PURPOSE
<p>The TA will:</p> <ul style="list-style-type: none"> ● Contribute to and uphold the vision, values and ethos of the school. ● Work with class teachers to raise the learning and attainment of pupils. ● Promote pupils’ independence, self-esteem and social inclusion. ● Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
DUTIES AND RESPONSIBILITIES
<p>Teaching, learning and assessment</p> <ul style="list-style-type: none"> ● Support the delivery of learning activities as outlined by the teacher under an agreed system of supervision. ● Mark pupils’ work following any direct teaching or group activity with groups or individuals, in accordance with the marking and feedback policy. ● Prepare appropriate resources to support learning activities. ● Use effective behaviour management strategies consistently in line with the school’s policy and procedures. ● Demonstrate an informed and efficient approach to teaching and learning by adopting given strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND). ● Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities. ● Work alongside the class teacher to organise and manage teaching space and resources to help maintain a stimulating and safe learning environment. ● Observe pupil performance and pass observations on to the class teacher. ● Use ICT skills to advance pupils’ learning. ● Undertake any other relevant duties given by the class teacher or leadership team ● Monitor and be responsive to pupil learning and behaviour at all times; use forward thinking and fresh ideas to encourage pupils to learn. ● Monitor and be responsive to pupils’ personal needs and communication which will require creativity and innovation. ● Support the delivery of agreed interventions to groups or individuals and assess the impact of this. <p>Planning</p> <ul style="list-style-type: none"> ● Read and understand lesson plans shared prior to lessons.

- Assist the class teacher to prepare the classroom for lessons.
- Contribute actively to the planning and review of the school curriculum.

Working with colleagues and other relevant professionals

- Develop effective professional relationships with colleagues.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection and safeguarding policy.
- Follow all school policies and procedures, in particular: School's Health and Safety Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Provide appropriate care, support and nurture for children who are upset or have had accidents.
- Supervise pupils at breaks and lunchtimes, supporting and contributing to their emotional and social wellbeing and welfare, initiating and supporting appropriate play activities, administering first aid when appropriate and actively managing pupils' behaviour in line with the behaviour policy.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's performance management procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.
- Participate as required in the school's performance management and supervision systems and undertake any appropriate training and development activities.

GATEWAY SCP:

- Adopt given strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND).
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Completion of recognised Teaching Assistant introductory training programme

Person Specification

Teaching Assistant

Qualifications, Education and Training
<ul style="list-style-type: none"> ● GCSEs at grades 9 to 4 (A* to C) including English and maths or equivalent standard. ● Numicon training, qualification or similar relating to pastoral care and support for pupils would be beneficial. ● Excellent oral, literacy, written and verbal skills.
Experience
<ul style="list-style-type: none"> ● Experience of working with children in a primary school setting.
Skills, abilities, knowledge and/or competencies
<ul style="list-style-type: none"> ● Knowledge of how to successfully deliver learning activities for a group of children. ● Good literacy and numeracy skills. ● Good organisational skills. ● Ability to build and sustain effective working relationships with pupils and adults. ● Skills and expertise in understanding the needs of all pupils. ● Knowledge of how to help adapt and deliver support to meet individual needs. ● Excellent oral literacy and verbal communication skills. ● Active listening skills. ● The ability to remain calm when working with pupils with challenging behaviour. ● Knowledge of guidance and requirements around safeguarding children. ● Knowledge of normal child development and children's personal development needs. ● Knowledge of strategies which promote good behaviour and discipline. ● Good ICT skills, particularly using ICT to support learning. ● Knowledge of how to support learners in accessing the curriculum.
Special/Other Requirements/Responsibilities of this Post
Level of DBS check required for this post: Enhanced
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks) : None
Responsibility for Health & Safety: Level 2