

Job description: Teaching Assistant Grade 5

Employment details

Job title:	Teaching Assistant
Reports to (job title):	Senior Leadership Team
Type of position:	Teaching Assistant (starting in EYFS with potential to move across the school)
Hours of work:	Full time, across 5 days, other patterns may be considered.
Level and scale point:	Aspire Grade 5 to be paid pro rata (38 weeks) or Apprentice scale
Closing Date:	Monday 10th October 2022

Job Purpose

The successful applicant will carry out the responsibilities of a Grade 5 teaching assistant working on a 1 to 1 basis with a specified child. If the child is absent they will work as a general Grade 5 teaching assistant.

Areas of responsibility:

Contribute to the management of pupil behaviour
<ul style="list-style-type: none"> Promote school policies on pupil behaviour Support implementation of strategies to manage behaviour Contribute to the management of pupil behaviour Employ strategies for behaviour management and report any problems to the teacher Report any progress towards targets for children with Behaviour Support Plans Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved Deal with any disruption and report to the teacher any difficulties that you are unable to overcome
Establish and maintain relationships with individuals and groups
<ul style="list-style-type: none"> Establish relationships with individuals Establish relationships with groups

Support pupils during learning activities
<ul style="list-style-type: none"> • Provide support for learning activities • Obtaining equipment • Providing help with learning tasks • Feeding back to the teacher on progress made • Promote independent learning • Encouraging students to take responsibility for their own learning and promoting development of self-esteem
Review and develop own professional practice
<ul style="list-style-type: none"> • Take part in regular review of practice and take advantage of development opportunities • Work alongside other professionals and attend relevant meetings if required • Setting personal targets and attending relevant courses/in-service training
Assist in preparing learning environment
<ul style="list-style-type: none"> • Prepare resources and materials • Assist in setting out learning materials and set out materials for use appropriate to the planned activities
Contribute to maintaining pupil records
<ul style="list-style-type: none"> • Confirm role and responsibility for helping to maintain record with teacher • Confirm understanding of purpose and nature of relevant pupil records with teacher • Update relevant records at agreed time intervals • Ensure that contributions are accurate, complete and up to date
Observe and report on pupil performance
<ul style="list-style-type: none"> • Knowledge of observation techniques and understanding types of reporting, including verbal and written • Carrying out observations after consultation with the teacher about purpose • Record findings in agreed format
Contribute to planning of learning activities
<ul style="list-style-type: none"> • Understand the most effective way in which to support learning for a given task • Understand the needs of pupil/s with whom working • Discuss expected learning outcomes with teacher and agree upon success criteria • Provide feedback for teacher on outcomes of learning activity
Promote social and emotional development of pupils
<ul style="list-style-type: none"> • Support pupils in developing appropriate relationships • Help to develop self-esteem of pupils • Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies • Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise
Support maintenance of pupil safety
<ul style="list-style-type: none"> • Demonstrate awareness of symptoms associated with minor health problems • Have full knowledge of Health and Safety policy • Respond to minor health problems, for example with regard to asthma, allergies etc. • Report any illness to teacher or other member of staff responsible for dealing with pupil health
Contribute to health and wellbeing of pupils
<ul style="list-style-type: none"> • Awareness of strategies for assisting pupils to settle into new settings • Help pupils to adjust into new settings • Recognise signs of distress and offer reassurance
Support use of ICT in the classroom
<ul style="list-style-type: none"> • Knowledge of the sorts of equipment available in school and where to find them • Procedure for reporting technical faults • Procedure for allocating ICT equipment for classroom use • Prepare equipment for use

<ul style="list-style-type: none"> • Support classroom use of equipment
Help pupils to develop literacy and numeracy skills
<ul style="list-style-type: none"> • Knowledge of school's policies for literacy and Numeracy • Working with individuals and groups on number or literacy tasks
Provide literacy/numeracy support to allow access to curriculum
<ul style="list-style-type: none"> • Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties • Supporting access to the curriculum through provision of support for literacy/numeracy difficulties
Liaising with other team members and parents in a professional manner
<ul style="list-style-type: none"> • Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Principal • Interacting appropriately and professionally with teachers and other colleagues and parents/carers • Contributing effectively to planning of joint actions within the team • Refer matters beyond competence and role to other professionals in school • Care for children in ways that have regard for their home values and practices, complying with parents' wishes • Reassure parents who express concerns about their children • Ensure that parents' requests to see a teacher are dealt with promptly • Pass on concerns about pupils to relevant people in the school