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## Job Description for Teaching Assistant

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**Responsible to:** Headteacher and Inclusion Manager

**Based at:** Thorpe Hesley Primary School

**Paid on:** Band C

### OVERALL PURPOSE OF THE POST

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To work under the direction and instruction of teaching staff and Inclusion Lead to support access to learning for children including children with Special Educational Needs. To provide general support in the management of pupils and the classroom.

### MAIN DUTIES

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- Support for pupils, including pupils with additional needs.
- Delivery of relevant intervention programmes.
- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and responding appropriately 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.
- Encourage pupils to act independently as appropriate.
- Be aware of pupils' needs, progress and achievements, and report to the teacher as agreed.
- To undertake pupil record keeping as requested both day to day and for IEPs.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical/admin support e.g. photocopying and filing.
- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources and assist pupils in their use.
- Contribute to the overall ethos/aims of the school.
- Assist with the supervision of pupils out of lesson i.e.: playtimes and home times where required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To be familiar and comply with all relevant legislation, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- To be committed to the safeguarding and welfare of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

**Please note this job has a Probationary Period of 3 Months and a Notice Period of 1 Month.**

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## Person Specification for Teaching Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Proven track record of meeting specific needs in children</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Level 2 Teaching Assistant Qualification (or equivalent)</li> <li>• Maths and English GCSEs Grade A-C OR relevant qualification at level 2 (or equivalent)</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection</li> <li>• Basic knowledge of First Aid</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Remain calm and professional at all times</li> <li>• Ability to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information</li> <li>• Ability to clearly interpret oral or written information and instructions</li> <li>• Ability to communicate information in a clear and logical manner</li> <li>• Proactive and positive approach to dealing with children</li> <li>• Plans own day, works flexibly to get the job done on time and ensures work is carried out to quality standards</li> <li>• Listen to others points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, suggests doing things differently to improve</li> <li>• Treats all people equally, fairly and with dignity and respect</li> <li>• Positive approach to team working</li> </ul>	

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	<ul style="list-style-type: none"><li>• Takes ownership of personal development and be willing to pursue development opportunities</li></ul>	
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