

**Kernow Learning**



# Teaching Assistant

Job Description and Person Specification

#AsOne  
**Kernow Learning**

# Job Description

**Job Title:** Teaching Assistant

**Name:**

**Location:**

**Responsible to:** Headteacher, SLT, SENCO

**Grade/Salary:** C

**Hours:**

**Direct Supervisory Responsibility for:** None

**Indirect Supervisory Responsibility for:** None

**Important Functional Relationships:** Headteacher, Senior Leadership Team, Teaches, pupils, support staff, parents, Trust colleagues

## Job Purpose

- To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.
- To meet the needs of pupils with specific special education needs, within an ARB or a mainstream setting.
- To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play, ensuring the safety of pupils.

## Duties and Responsibilities

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance inclusion of all pupils.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are readily available for use.
5. To supervise children during the lunch and break periods in accordance with the school's policies for playground supervision, pupil management, and behaviour. To arrange appropriate indoor activities during wet lunchtime periods which ensure appropriate and safe behaviour during these periods.
6. To accompany children on educational visits and outings as supervised by the Teacher.
7. To assist with the assessment, monitoring and recording of childrens' progress health, behaviour and general wellbeing. To feed back any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.

8. To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to ensure the confidentiality of such sensitive information.
9. To supervise an individual or small group of children within a class under the overall control of the teacher.
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
11. To carry out administrative tasks associated with all of the above duties as directed by the teacher.
12. To remain aware and work within all relevant school working practices, policies and procedures.
13. To attend staff meetings and school-based INSET as required. To meet with the SENCO and/or other appropriate staff.
14. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
16. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
17. The post holder is responsible for his/her own self-development on a continuous basis.
18. To undertake other duties appropriate to the grading of the post as required.

Applicable to Teaching Assistants supporting pupils with specific educational needs within an ARB or a mainstream setting

19. To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
20. To meet the needs of incontinent pupils.
21. To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training (eg: Team Teach or Positive Handling) and school policies and procedures.
22. To encourage acceptance and inclusion of all pupils.
23. To develop methods of promoting/reinforcing the pupils' self-esteem and to promote independence through the development of self-help skills.

General

24. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
25. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

26. To maintain confidentiality of information acquired in the course of undertaking duties for the School.

27. The post holder is responsible for his/her own self-development on a continuous basis.

28. To undertake other duties appropriate to the grading of the post as required.

In addition the following 'Code of Conduct' areas:

- operate at all times within the stated policies and practices of the School;
- aim for the agreed vision of the School;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- take responsibility for 'safeguarding' our children
- create a stimulating, lively environment for our children within which they feel safe, happy and secure;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the School;
- take responsibility for their own training, development and duties in relation to School policies and practices;
- liaise effectively with parents and governors.

Wellbeing

- Kernow Learning Trustees expect all staff to promote a culture of wellbeing. They are committed to the integration of its Wellbeing Strategy in all work activities, policies and practices, so that a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.

**Post holder:**

**Signed by post holder as correct:**

**Date:**

**Signed by Line Manager:**

**Date:**

# Person Specification

**Job Title:**

Teaching Assistant

**May 2024**

	Essential	Desirable	Evidenced in
<b>Education and Qualifications</b>			
Good levels of literacy and numeracy	✓		Application Interview
Qualified to NVQ level 2 or above (or equivalent qualification) in Maths and English at Grade C/4 GCSE or above (or equivalent)	✓		Application Interview
<b>Experience</b>			
At least 2 years previous experience of working within a Primary class or a proven desire to train/study through voluntary experience or qualification	✓		Application Interview
Experience of working with children on a 1:1 basis		✓	Application Interview
Direct experience of working with children within a classroom environment or similar at different key stages or within different departments		✓	Application Interview
Experience of supporting children with ASD, emotional and behavioural needs		✓	Application Interview
Experience of positive management behaviour strategies		✓	Application Interview
Expertise and experience of speech & language		✓	Application Interview
<b>Knowledge and Skills</b>			
Organisational skills	✓		Interview
Good communication skills	✓		Interview
Basic ICT skills	✓		Interview
Knowledge of a range of issues relevant to education and child development	✓		Interview
<b>Personal Attributes</b>			
Able to prioritise between different demands	✓		Interview
Ability to work to deadlines	✓		Interview
Self-motivated, and able to work in a team	✓		Interview
An interest in children and education	✓		Interview
Patient and friendly approach	✓		Interview
Able to work without supervision		✓	Interview