

Job Description: Teaching Assistant



Post Details

School:	Twynham School
Grade:	Dorset Grade 3 (progression opportunities available)
Weeks per year:	Term time only
Working hours:	28.75
Duration:	Permanent
Responsible to:	SEN manager

Main Purpose

Responsible for supporting the teaching and learning of students in lessons.

Main Duties and Responsibilities

To assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their personal, social and moral development.

Typically there will be some requirement to work with students, either individually or in groups, who have some special educational needs, learning difficulty, disability, or exhibit occasional behavioural problems. This may include students with a high learning ability ('More Able').

This post will, for the majority of the time, be working under the supervision of a class teacher.

There is no requirement for previous experience or pre-entry qualification when appointing to this post.

Support to the student(s):

- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic and social.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Seek to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- To provide support, care and supervision of students within the classroom, within the school and outside of the school.
- To develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication.

Support to the school:

- To assist in the preparation for educational visits, and where appropriate accompany/supervise students undertaking off-site activities.
- To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement.

- To contribute to the process of school self-review.
- To liaise with parents and other professional agencies in support of students' needs.
- To assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
- To supervise students using cloakrooms and toilet facilities. Supervise students in playgrounds and when entering and leaving using school transport.
- To adhere to and execute school policy and procedure where appropriate.
- Under the direction of the Deputy Headteacher/SENCO and/or individual teaching staff, to assist in the development of Individual Education Plans (IEPs) for students with special educational needs and contribute to IEPs.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Support to the teacher:

- To assist in preparing and maintaining the learning environment to support teaching staff in the development of learning strategies.
- To assist in the development, monitoring and evaluation of programmes of work.
- To upkeep data files, catalogue resources, maintain inventories, photocopy, record TV programmes and use I.T. systems for administration and educational purposes.
- To contribute to systems for review and recording of students' progress, both academic and social.
- To assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display students' work.
- To assist teachers in timetabling of lessons and curriculum as required.

Support to the curriculum

- To support the use of ICT in the classroom - Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
- Contribute to the assessment of students' learning, in particular with regard to literacy, numeracy, science and ICT skills.
- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual student targets and/or group targets.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Personal Attributes

Experience of working with children in an educational setting is desirable.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication.

An understanding of students' individual targets is desirable and, where appropriate the post-holder may be required to develop a more specialised knowledge in specific curriculum areas. A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers is essential.

Essential

- Minimum 5 GCSE's A-C including Maths and English (or equivalent)
- Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils
- Ability to motivate pupils
- Ability to support the processes and procedures for pupils learning
- Ability to work at own initiative and as part of a team
- Ability to work in a flexible and responsive way with tact, discretion and confidentiality
- Ability to relate well to children and adults
- Thorough knowledge and understanding of safeguarding children
- Knowledge of a range of strategies to promote good behaviour
- A holistic approach to the well-being and education of students
- Ability to think creatively to deliver learning
- Ability to work under pressure and manage time effectively
- Excellent communication skills
- Commitment to providing equal opportunities and meeting individual needs
- Ability and willingness to work collaboratively and supportively within the school team
- Build effective and professional working relationships with parents, staff, Governors and the wider community
- Is committed to their own professional development
- Is a creative thinker, who strives to embed innovative practice and strategies to improve learning for students
- Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times
- Integrity and discretion
- Resilience

Desirable

- NVQ 2 qualification or equivalent qualification
- Relevant Teaching Assistant Qualifications
- Ability to use ICT effectively to support learning

Supervision and Management

Typically there will supervision available from the classroom teacher on a daily basis and regularly within the day.

Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.

Working Environment

The range of areas, number of classrooms/halls etc. will depend on the particular school.

Most of the working day is spent standing, with periods of crouching / bending to engage students in activities.

There may be an occasional need to physically lift students, such as for safety or care needs and occasional unpleasant conditions relating to students' personal hygiene needs.

A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.

Other Duties

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes

This job description may be amended at any time in consultation with the postholder.