

Job details	
Job title	Teaching Assistant (TA)
Working pattern	Term time only Monday to Friday 8.30am-3.30pm (30-minute lunchbreak & 30-minute lunch duty) 32.5 hours per week
Contract	Permanent
Salary	Grade 3-4 depending upon experience FTE: £19,650-£22,129
Reporting to	Headteacher / Deputy Headteacher

Job description

Main purpose
<p>The TA will:</p> <ul style="list-style-type: none"> • Work with class teachers and colleagues to raise the learning and attainment of pupils • Promote pupils' independence, self-esteem, and 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>Quality of Education</p> <ul style="list-style-type: none"> • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND), EAL and PPG • Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning • Use effective behaviour management strategies consistently in line with the school's policy and procedures • Support class teachers with managing behaviour effectively to ensure a positive and safe learning environment • 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 • Complete marking and feedback in line with school policy • Use IT skills to advance pupils' learning • Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress
- Read and understand lesson plans shared prior to lessons
- Work with the class teacher to prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, pupils, and parents and carers
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy, and development

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, 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 policy
- Look after children who are upset or have had accidents
- First Aid and break time playground supervision

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 appraisal 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

The TA will be required to safeguard and promote the welfare and wellbeing of children and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the teacher or line manager.

Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) • GCSEs at grades 9 to 4 (A* to C) including English and maths • At least two years' experience of working with children • Experience of planning and leading teaching and learning activities
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with adults and pupils • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Positive behaviour management • Excellent verbal communication skills • Active listening skills • Ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good IT skills, particularly using IT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group of children
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality