

Job Description for Teaching Assistant

Position	Teaching Assistant (Level 3)
School	Pooles Park
Grade	Scale 5, spine points 12 to 15
Hours	32.5 hpw
Responsible to	HLTA/SLT

PURPOSE OF THE POST

- Under the direction of the Headteacher (or his/her designated nominee) and in accordance with the policies and procedures of the Local Authority, the Teaching Assistant will provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- To lead on the playground provision at lunchtime, working in partnership with other staff.

MAIN DUTIES

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
4. At the direction of the Class Teacher, to help to organise classroom activities, develop and prepare resources and implement strategies to support the children.
5. Support the use of ICT in learning activities and develop pupils' competence and independence in its use (in school and home learning).
6. Observe pupils' performance, and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.
7. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the school's Behaviour Management Policy.

8. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the child is able to use equipment and materials provided
 - Assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
 - Helping children to concentrate on and finish work set
 - Meeting physical and personal needs as required whilst encouraging independence, e.g. social, health, hygiene, first-aid, welfare matters including specific medical needs as identified by Care Plans, intimate care, including but not limited to, diabetes monitoring and care and Epi-Pen use.
 - Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
9. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
10. Under the direction of the Class Teacher, communicate with professionals from outside the school and contribute to meetings held to review pupils' support or provision and progress.
11. Administer routine tests and undertake routine marking of children's work following agreed school policies.
12. To support, assess and challenge children in their academic learning in all areas of the curriculum and age range.
13. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils.
14. To set challenging and demanding expectations and promote self-esteem and independence and provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
15. Provision of lunchtime supervision as required.
16. Supervise pupils in the playground and organise and lead play time activities.
17. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
18. Prepare and present displays of children's work as required.
19. To administer first aid as required, following appropriate training.
20. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee.

PERSONAL RESPONSIBILITIES

1. Be aware of and comply with key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures, Child Protection Procedures, Staff Handbook and data protection, reporting all concerns to an appropriate person.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training will cover aspects of the school curriculum, behaviour management, first aid, health and safety and specific medical needs, specific ICT packages such as Medical Tracker or other associated ICT packages, and particular areas of learning need. Training may be provided centrally or in school.
Within your contracted hours, attend staff meetings as required.
4. Be aware of and plan to meet the learning and physical needs of the pupils they support.
5. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
6. To take responsibility for safeguarding and promoting the welfare of children.
7. To undertake other duties appropriate to the post that may reasonably be required from time to time.
8. Able to form and maintain appropriate professional relationships and boundaries with children and young people.
9. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
10. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner including using the school email system to receive information and to communicate with other staff/outside agencies as required, operate pupil management systems e.g. Medical Tracker or associated ICT packages.

PERSON SPECIFICATION:

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You must demonstrate on your application form that you meet the following essential criteria. These criteria will be used for selection purposes.

Experience and Education

- E1. Have a minimum of 6 months experience of supervising children in a paid or voluntary capacity.
- E2. Good English and Maths skills.

Skills, Knowledge, abilities

- E3. Ability to use ICT effectively to support learning.
- E4. Have an understanding of children with additional needs and knowledge of how to meet these.
- E5. An understanding of relevant policies/codes of practice and awareness of relevant legislation.
- E6. A general understanding of national/foundation stage curriculum and other relevant learning programme strategies.
- E7. An appropriate understanding of principles of child development and learning processes,
- E8. Have the ability to relate well to pupils and to deal with them patiently, fairly and firmly.
- E9. Have the ability to supervise and control pupils either on an individual basis or in groups.
- E10. Have the ability to sustain good working relationships with both support and teaching staff.



- E11. Have the ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- E12. Have experience of organising meaningful play activities for groups of children
- E13. Have an understanding of basic First Aid procedures.
- E14. Have the ability to deliver services within an Equal Opportunities framework.
- E15. Ability to comply with policies and procedures relating to child protection, health, safety and security, staff handbook, confidentiality, data protection and equal opportunities.
- E16. Ability to self-evaluate learning needs and actively seek learning opportunities.
- E17. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E18. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.