



LEO Academy Trust

Job Description

Job Title:	Teaching Assistant
Salary Scale:	NJC Scale 3/4 (scale points 5-10) or Scale 1C3 (scale points 2-6) depending on qualifications and experience
Receives instruction from:	Class Teacher
Responsible to:	Principal
Purpose of job:	To assist in the delivery of the provision, needs, care and supervision of pupils.

JOB DUTIES

Professional Duties

Teaching Assistants are employed under the direction of the Principal and appropriate class teacher to assist in the care and supervision of pupils in Foundation Stage or Key Stage 1 or 2.

The duties of Teaching Assistants:

A. Supporting the Pupil

Welfare

1. To assist with the care and well-being of pupils e.g. dressing and toileting (including cleaning up any mess where necessary).
2. To greet pupils on arrival at school and preparing them to go home at the end of the session.
3. To be involved with teaching staff in medical and social problems of individual pupils
4. To have knowledge of and coping with children with particular difficulties e.g. Anxious children, special educational needs and disabilities
5. To carry out a child's health care plan (education, social, behaviour and personal)
6. To administer simple first aid
7. To assist the children when required to access areas of the school e.g. Cloakrooms, to ensure the children's safety
8. To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement
9. To work within the school behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence

B. Supporting the Teacher

Activities

10. To be involved in the planning, preparation and supervision of all class activities
11. To be competent in the use of IT to support children and teacher in it class activities
12. To organise pupils in activity and work groups where appropriate
13. To work with small groups of pupils
14. To take charge of outdoor play activities and assist with playground games at play times
15. To clear up classrooms and play areas with pupils at the end of the session
16. To take part in out of school activities
17. To take some responsibility for display work both in the classroom and corridors.
18. To give such help as may be required by the teacher in charge to diploma students and student teachers etc
19. To promote the inclusion and acceptance of all pupils within the classroom
20. To participate in pupils' play and extend and stimulate language through conversation
21. To assist teacher in charge with the care and well-being of pupils e.g. Dressing and toileting and cleaning up when ill i.e. sick
22. Occasional supervision of the class in the course of short term absences of teachers and to provide cover for PPA time, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
23. To undertake marking of pupils work in line with the school marking policy

Equipment and Materials

24. To prepare classrooms and activity areas for daily use as directed by teacher in charge or Headteacher
25. To ensure that books, stationery and materials are available for use
26. To set up indoor and outdoor equipment once any appropriate training has been given and to carry out appropriate checks to ensure that equipment is safely assembled
27. To maintain and clean classroom equipment where appropriate

C. Supporting the School

28. Where appropriate, to develop a relationship to foster links between home and school
29. To liaise, advise and consult with other people supporting the pupil/s when asked to do so
30. To contribute to reviews of the pupils progress, especially termly reviews
31. To attend relevant professional development
32. To be aware of school procedures and to follow the aims and policies of the school.
33. To communicate effectively to staff, parents and pupils.
34. To keep accurate records of pupils work and achievements, when requested
35. To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues
36. Staff may also supervise whole classes (with a colleague if requested) during the short term absence of teachers (e.g.1 session) and to provide cover for ppa time if required. The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision teaching assistants will need to respond to questions and generally assist pupils to undertake set activities
37. To promote the policies and ethos of the school and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
38. To attend staff meetings as required
39. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
40. To attend relevant courses and learning activities in order to update knowledge as required
41. To take part in the school's performance management system

Any other tasks as directed by the Principal which fall within the remit of the post. This job description may be amended at any time after consultation with the member of staff.

Teaching Assistant

Person Specification

As decisions will be based on the criteria outlined below, criteria should be addressed on the application form and/or statement of application. Criteria will be further tested later in the process through observation and interview. When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience. To carry out the responsibilities of this post effectively, the teaching assistant will require the following qualifications, knowledge, skills, experience and qualities.

Training and Qualifications

1. It is desirable that applicants hold a level 3 diploma or equivalent in a relevant qualification in supporting teaching and learning in school

Knowledge and Skills

2. Up to date knowledge and expertise in the Foundation Stage/ Key Stage 1 / Key Stage 2 and supporting children in class and in the school
3. Knowledge of SEN Code of Practice
4. A record of attendance at recent and relevant In Service training
5. An understanding of how children learn
6. Experience of supporting the teacher with a variety of activities in the class
7. To be familiar with and able to put into practice safeguarding policies and procedures.
8. An understanding of safeguarding

Experience and Interests

9. Experience of supporting children in the Foundation Stage, Key Stage 1 or Key Stage 2
10. An ability to liaise and communicate effectively with a variety of adults and children
11. A commitment to provide a broad, balanced curriculum to meet the needs of all the children

Personal Qualities

12. A concern and understanding for children
13. The ability to establish good relationships
14. The ability to use initiative when necessary
15. An awareness of Equal Opportunities

16. Qualities of sensitivity, humour, enthusiasm, thoroughness and confidentiality

17. Qualities for working in a team