



CLAREMONT HIGH SCHOOL ACADEMY

JOB DESCRIPTION TEACHING ASSISTANT

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| Purpose and Objectives of Work: | To ensure: <ul style="list-style-type: none">➤ That support for pupils with special educational needs and disabilities is implemented under the instruction/guidance of teaching/senior staff;➤ That pupils have access to their learning and to assist the teacher in the management of pupils and their learning in the classroom;➤ That resources and materials are available in accessible formats as necessary. |
| Main Duties and Activities | Responsible for: Support for Pupils: <ul style="list-style-type: none">➤ Attend to the pupils' education, social and personal needs, and implement related programmes, including academic, social, health, physical and welfare matters;➤ Working with students to develop their skills that are reliant on vision, speech, language and communication;➤ Supervise and support pupils ensuring their safety and access to learning;➤ Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs;➤ Promote the inclusion and acceptance of all pupils;➤ Encourage pupils to interact with others and engage in activities led by the teacher. |
| | Support for Teachers: <ul style="list-style-type: none">➤ Provide support to pupils where there is a clearly identified need under the direction of the teacher and/or Senco;➤ Provide opportunities for pupils to practise new skills as part of a planned programme;➤ Be aware of pupil problems/progress/achievements and report to the teacher as agreed;➤ Undertake pupil record keeping as requested;➤ Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;➤ Gather/report information from/to parents/carers as directed;➤ Provide clerical/admin support e.g., photocopying, typing, filing, as required.➤ Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime |
| | Support for Curriculum: <ul style="list-style-type: none">➤ Support pupils to understand instructions;➤ Support pupils in respect of learning strategies; |



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| Main Duties and Activities Cont... | Support for the School <ul style="list-style-type: none">➤ To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person;➤ To contribute to overall ethos, work and mission statement of the school;➤ To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher |
| | Performance Management and Continuing Professional Development <ul style="list-style-type: none">➤ All Teaching Assistants will follow the school's performance management system for support staff.➤ All Teaching Assistants will receive three in-house training sessions per year. Other CPD opportunities will be available for staff as the need arises. All Teaching Assistants will be observed in their role at least once per year by their performance manager |
| | The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and the Trust. Enhanced disclosure from the Disclosure & Barring Service is essential. |



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Person Specification - Teaching Assistant

Please Note. All criteria are essential. The successful candidate must satisfy all of the criteria. Short listing will be on the basis of the criteria indicated in the 'Application Form' Column.

| | Method of Assessment | | |
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| | Application Form | Interview | Test |
| Education, Training & Qualifications | | | |
| 1. GCSE English and Maths grade C or higher, or equivalent | X | X | |
| 2. Participate in development and training opportunities | X | X | |
| Knowledge & Experience | | | |
| 3. Knowledge of relevant education policies, procedures | | X | |
| 4. Knowledge of how children develop and learn | X | | |
| 5. Understanding basic learning strategies for development | X | X | |
| 6. Working with or caring for children of relevant age | X | | |
| Skills & Abilities | | | |
| 7. Use basic technology – computer, video, photocopier | X | | |
| 8. Verbal and written communication skills to communicate effectively | X | X | X |
| 9. Numeracy skills appropriate to the learning level of the pupils | X | | X |
| 10. Ability to relate to and work well with children and adults | X | X | |
| 11. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position | X | X | |
| 12. Dealing with difficult situations and problem solving | | X | |
| 13. Ability to maintain a professional and flexible approach | | X | |
| 14. Ability to maintain records | X | X | |
| 15. Know when to seek advice | X | | |
| 16. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. | X | X | |