

Teaching Assistant Job Description

Role: **Teaching Assistant** Salary Range: **Grade 3 Points 5-7**
Reports to: **Headteacher/Head of School**

Role Purpose and Role Dimensions:

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Commitment to Diversity:

- As a member of the School Team, take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes.
- To commit to continually developing personal understanding of diversity.

Key Accountabilities and Results Areas:

Support for pupils:

Core Duties

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Additional Duties

- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.
- Taking responsibility for an after school extra-curricular activity one day a week.

Support for the teacher:

Core Duties

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.

- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying, typing, filing, money etc.

Support for the curriculum:

Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. English, Maths, early years recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- To participate in CPD/Staff meetings one afternoon each week after school.

Support for the school:

Core Duties

- Participating in training and other learning activities and performance development as required.

Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of, supporting difference, and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before, after school, and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Support for the pupils:

At meal times

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils dry their hands.
- Ensure that the pupils move through the academy quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water or milk for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the academy.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

At meal times

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).

- Ensure that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

At meal times (as above)

- Supervise a class while they play classroom games, draw or finish schoolwork.
- Read a story or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

Communication with others

- To recognise and report on child protection issues according to school policy.
- Tick the attendance register each day.
- Be aware of school events by looking at the whiteboard in Medical room and Staff room, timetable on notice board in Staff room and reading your copy of the newsletter.
- Ensure that the "Class Behaviour Book" is used to record incidents.
- Ensure that stickers are used to record incidents involving pupils in other classes and that these are passed to the appropriate person.
- Communicate any general concerns to the class teacher at the end of the lunchtime.
- Tick class tick on behaviour chart each day if class have earned it.

Support for the school:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement

- Seek opportunities for contributing to sustainable development of the Academy and Academy Trust, in accordance with the Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection:

- To be aware of the Academy's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Academy's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

- Able to demonstrate a commitment to the Academy's Customer Care Policy.

Health and Safety

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Deal with minor accidents in the playground or hall – medical assistance can be sought from the designated First Aider.
- Supervise pupils during Fire Drill (real or practice) or any emergency situation.
- Follow the appropriate procedure when a pupil is sick as well as cleaning it up. Ensure the Administration Officer in the office is informed.
- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

Personal Specification

Position: **SEND Teaching Assistant**

<i>Abilities and Skills</i>					
<u>Essential</u>		<u>Desirable</u>	<i>Application</i>	<i>Interview</i>	<i>Observation/Task</i>
<u>1</u>	<i>Very good English and Maths skills.</i>		√	√	√
<u>2</u>	<i>Effective use of ICT to support learning.</i>		√		
<u>3</u>	<i>Use of relevant equipment/resources e.g. technology, video, photocopier etc.</i>		√		√
<u>4</u>	<i>Ability to relate exceptionally well to children and adults.</i>		√	√	√
<u>5</u>	<i>Work constructively as part of a team, understanding classroom roles & responsibilities and your own position within these.</i>		√	√	
<u>6</u>	<i>Ability to self-evaluate learning needs and actively seek learning opportunities.</i>		√	√	√
<u>7</u>	<i>Self-motivated.</i>		√		
<u>8</u>	<i>Excellent organisational skills.</i>		√		

<i>Experience</i>					
<u>Essential</u>		<u>Desirable</u>	<i>Application</i>	<i>Interview</i>	<i>Observation/Task</i>
<u>9</u>	<u>Working with, or caring for primary aged children.</u>		√	√	

<i>Knowledge and Understanding</i>					
<u>Essential</u>		<u>Desirable</u>	<i>Application</i>	<i>Interview</i>	<i>Observation/Task</i>
<u>10</u>	<u>Relevant first aid training.</u>	√	√		
<u>11</u>	<u>Knowledge of relevant policies/codes of practice and awareness of relevant legislation.</u>		√	√	
<u>12</u>	<u>NVQ 2 or equivalent qualification or experience.</u>	√	√		
<u>13</u>	<u>Training/experience of working in the EYFS/KS1.</u>	√	√	√	√
<u>14</u>	<u>General understanding of national/foundation stage curriculum, KS1, and other basic learning programmes/strategies.</u>		√	√	√
<u>15</u>	<u>Basic understanding of child development and learning.</u>		√	√	√

<i>Other Requirements</i>					
<u>Essential</u>		<u>Desirable</u>	<i>Application</i>	<i>Interview</i>	<i>Observation/Task</i>
<u>16</u>	<u>The ability to set targets and complete tasks to meet deadlines.</u>		√		