

## **Teaching Assistant Job Description**

### **Line Manager:**

- Member of Leadership Team

### **Liaison with:**

- Academy staff, pupils, parents and external agencies.

### **Job Purpose:**

- To work in partnership with class teachers to support learning in line with the academy's curriculum, codes of practice, policies and procedures.
- To provide support to pupils as directed by the Leadership team and class teacher.

### **Duties:**

- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support the use of IT in the classroom and develop pupils' competence and independence in its use
- Promote the inclusion and acceptance of children with special educational needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with academy policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities

- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid, toileting and intimate care (where appropriate)
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times and lunchtimes
- To assist with escorting pupils on educational visits
- Provide challenge and support for greater depth where appropriate

**General:**

- To attend relevant training and meetings as required
- Participating in administrative and organisational tasks related to such duties as are described above.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere;
- Participating in arrangements made in accordance with regulations for the appraisal of his/her performance taking personal responsibility for identification of learning, development and training opportunities in discussion with the leadership team
- To respect confidentiality at all times
- To understand and apply academy policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

*The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal or School Business Manager to carry out appropriate duties within the context of the job, skills and grade.*

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all it's staff and volunteers to share this commitment.**

# Teaching Assistant – Person Specification

## **Qualifications and Experience**

- Successful experience working with children in a school/early years environment
- Basic knowledge of First Aid, although training will be provided
- Good reading, writing and numeracy skills
- Knowledge of basic IT to support learning

## **Communication skills**

- Ability to write basic reports
- Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- Seek support to overcome communication barriers with children and adults
- Consult with children and their families and carers and other adults

## **Working with Children**

- Understand and implement the academy's behaviour management policy
- Ability to understand and support children with developmental difficulty or disability
- Understanding of the National Curriculum
- Understanding of the general aspect of child development
- Understand and support the importance of physical and emotional wellbeing

## **Working with Others**

- Understanding the role of others working in and with the academy
- Understand and value the role of parents and carers in supporting children
- Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
- Ability to work effectively with a range of adults
- Know when, how and with whom to share information with regards to duties to safeguard children
- Ability to follow instructions accurately

### **Attributes & Self-management**

- Good organisational skills and ability to manage own time effectively
- Ability to remain calm under pressure and resolve routine problems independently
- Ability to support the work of volunteers and other teaching assistants in the classroom

### **General**

- Basic understanding of Health and Safety
- Understand procedures and legislation relating to confidentiality
- Be prepared to develop and learn in the role
- Commitment to equality of opportunity and strategies for inclusion