

<b>JOB DESCRIPTION</b>			
<b>Job Title</b>	<b>Teaching Assistant</b>		
<b>School</b>	R A Butler Academy	<b>Salary Range</b>	Scale 3
<b><u>Responsible to:</u></b> The Governing Body of RA Butler Academy			
<b><u>Line Manager:</u></b> Senior Leader/SENCO			
<b><u>Purpose of Post:</u></b> <ol style="list-style-type: none"> <li>1. To support the class teacher</li> <li>2. To assist in the whole planning cycle and the organisation and preparation of resources.</li> <li>3. To communicate effectively and appropriately with parents and carers.</li> <li>4. Working under guidance to implement work programmes for individual or groups which could include those requiring detailed and specialist knowledge in particular areas.</li> </ol>			
<b><u>Major duties and responsibilities:</u></b> <ul style="list-style-type: none"> <li>• To support the teacher to establish a high quality, well organised, stimulating and engaging learning environment for children.</li> <li>• To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li> <li>• To establish highly productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>• To actively promote the inclusion and acceptance of all pupils.</li> <li>• To proactively support and challenge pupils consistently whilst recognising and responding to their individual needs.</li> <li>• To encourage all pupils to interact and work co-operatively with others and engage all pupils in activities.</li> <li>• To actively promote independence and employ effective strategies to recognise and reward achievement and self-reliance.</li> <li>• To implement agreed learning activities/targeted teaching programmes, adapting and adjusting activities according to pupils' responses/needs.</li> <li>• To implement programs of learning and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.</li> <li>• To confidently support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>• To determine the need for, prepare and maintain general and specialist equipment and resources.</li> <li>• To liaise effectively with external agency professionals.</li> <li>• To provide on-going feedback to pupils in relation to progress and achievement.</li> </ul>			

- To promote positive values, attitudes and outstanding pupil behaviour, dealing promptly with conflicts and incidents in line with the schools behaviour policy and encourage pupils to take responsibility for their own behaviour.
- To 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.
- To supervise pupils on visits, trips and out of school activities as required.
- To support playground/break time/lunches and lunch playtime supervision.
- To provide general clerical/administrative support to the SENCO as and when appropriate.
- To prepare work and activities in advance of the lesson (within employed hours) e.g. photocopying, laminating, changing displays, making books, labels, signs, ordering of resources and undertaking practical tasks to maintain an outstanding standard of classroom appearance
- Administer first aid as appropriate.
- To attend and participate in regular meetings as appropriate.
- To keep up to date with school events, meetings etc. by regularly checking school e-mail communication.
- To participate in training and other learning activities offered by the school to further your professional knowledge
- To carry out the above duties in accordance with the School's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected by the headteacher, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**January 2019**

**Review Arrangements:**

**Signed:**  
**Dated:**  
**Review date:**

PERSON SPECIFICATION			
<b>Job Title</b>	<b>Teaching Assistant</b>		
<b>School</b>	RA Butler Academy	<b>Salary Range</b>	Scale 3
<b>Selection Criteria</b>			
<b>Education, Qualifications and Experience:</b> <u>Specific qualifications &amp; experience</u> <ul style="list-style-type: none"> <li>• Successful recent experience working with children in a learning environment</li> </ul> <u>Knowledge of relevant policies and procedures</u> <ul style="list-style-type: none"> <li>• Basic knowledge of First Aid</li> <li>• Understand classroom roles and responsibilities and your own position within these</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation</li> </ul> <u>Literacy</u> <ul style="list-style-type: none"> <li>• Excellent reading and writing</li> </ul> <u>Numeracy</u> <ul style="list-style-type: none"> <li>• Excellent numeracy skills</li> </ul> <u>Technology</u> <ul style="list-style-type: none"> <li>• Excellent computer skills</li> </ul>			
<b>Knowledge, Skills and Abilities:</b> <b>Communication</b> <u>Written</u> <ul style="list-style-type: none"> <li>• Ability to write general reports, letters etc</li> </ul> <u>Verbal</u> <ul style="list-style-type: none"> <li>• Ability to use clear language to communicate information unambiguously</li> </ul> <u>General Communication</u> <ul style="list-style-type: none"> <li>• Good communication skills</li> </ul> <b>Working with children</b> <u>Behaviour Management</u> <ul style="list-style-type: none"> <li>• To support the schools behaviour policy and use and strategies which contribute to a purposeful learning environment</li> </ul> <u>Curriculum</u> <ul style="list-style-type: none"> <li>• Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes</li> </ul> <u>Child Development</u> <ul style="list-style-type: none"> <li>• Excellent understanding of child development and learning processes</li> <li>• Ability to assess and record progress and achievement and recommend appropriate strategies to support development</li> <li>• Motivate, inspire and have high expectations of pupils</li> </ul> <u>Health &amp; Well being</u> <ul style="list-style-type: none"> <li>• Understand and support the importance of physical and emotional wellbeing</li> </ul>			
<b>Personal Qualities:</b> <u>Working with partners</u> <ul style="list-style-type: none"> <li>• Work effectively as part of a team and contribute cooperatively</li> <li>• Ability to work with parents and carers to improve support for children</li> </ul> <u>Relationships</u>			

<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> </ul> <p><u>Team work</u></p> <ul style="list-style-type: none"> <li>• Ability to work effectively with a range of adults</li> </ul> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of effective systems to share information</li> </ul> <p><b>Responsibilities</b></p> <p><u>Organisational skills</u></p> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to remain calm under pressure</li> <li>• To be flexible</li> <li>• Follow instructions accurately</li> <li>• Use own initiative and work independently</li> </ul> <p><u>Time Management</u></p> <ul style="list-style-type: none"> <li>• Ability to manage own time effectively</li> <li>• Ability to adapt quickly and effectively to changing circumstances, situations</li> </ul> <p><u>Creativity</u></p> <ul style="list-style-type: none"> <li>• Ability to resolve problems independently</li> </ul>	
<p><b>Equal Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Awareness of and promotion of equality</li> </ul>	
<p><b>General</b></p> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• Good understanding of Health &amp; Safety</li> </ul> <p><u>Child Protection</u></p> <ul style="list-style-type: none"> <li>• Good understanding and effective implementation of child protection procedures</li> </ul> <p><u>Confidentiality/Data Protection</u></p> <ul style="list-style-type: none"> <li>• Understand procedures and legislation relating to confidentiality</li> </ul> <p><u>CPD</u></p> <ul style="list-style-type: none"> <li>• Demonstrate a clear commitment to develop and learn in the role</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others</li> </ul>	