

**JOB DESCRIPTION – Teaching Assistant**

**PREAMBLE**

**All staff and governors** make the education of pupils at Upton Junior School their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and governors** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

**Job Title: Teaching Assistant**

**Pay Grade: Kent Range 3**

**Line Manager: Assistant Headteacher: Inclusion**

**Department:** **Additional Educational Needs (AEN)**

**Job Context:** Teaching Assistants (TAs) will be expected to work effectively and within the safeguarding guidelines with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TA’s would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**Purpose of job:** Support the class teacher in the teaching, learning and welfare of children to ensure they attain the targets set. Dealing with pupils therapeutic, behavioural and personal care needs. Implement structured learning activities/teaching programmes and support pupils and groups of pupils in accessing learning activities under the guidance of the class teacher and/or AEN manager. Support the Pastoral team in meeting the needs of pupils with social, emotional and behavioural difficulties.

**Scope for impact:** TA’s in schools make a strong contribution to pupils’ learning and achievement. TA’s provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TA’s contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

**PRINCIPAL ACCOUNTABILITIES**

* Be aware and compliant with current safeguarding guidance.
* Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out as per instructions received and used safely to enable pupils meet their learning targets.
* Assist teachers with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.). Support the pupils in accessing learning activities as directed by the teacher to enable pupils’ make progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop and be included.
* Provide admin support (e.g. photocopying, display, etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed.
* Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety, e- safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Undertake annual performance review.

**NECESSARY EXPERIENCE**

* Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills to GCSE or equivalent.
* Use basic technology (computer, video, photocopier)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.
* Previous experience of working with children would be an advantage.
* First Aid qualification would be an advantage.

**CONFIDENTIALITY**

TA’s must respect the confidentiality of all information to which they may be party.

*NB Under no circumstances should a teacher assistant discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or AEN manager.*

*This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

Any other task – as requested by the Assistant Headteacher/Headteacher and which shall be deemed to fall within the general boundaries of the post.

Reviewed and amended May 2013