**Steephill School**

**Job Description – Teaching Assistants**

**PERSONAL SPECIFICATIONS**

**Essential**

* Appropriate Teaching Assistant qualification.
* Paediatric first aid qualification or be willing to complete the training.
* Maths and Literacy GCSE level C/4 or above.
* An empathy with the ethos and philosophy of Steephill School.
* Ability to work constructively as part of a team.
* Ability to relate well to adults and children
* Ability to respond sensitively and flexibly to competing demands from pupils.
* Committed to equality of opportunity.
* Self-motivation and high levels of organisational and self-management skills.
* A sound knowledge of the EYFS framework and statutory guidance.
* Ability to build and maintain strong partnerships with parents.
* Commitment to personal professional development, and willingness to develop own skills.

**Desirable**

* EYFS level 3 qualification or higher.
* Certificate in paediatric first aid.
* Forest School experience.
* Artistic ability.
* Experience using Tapestry.

**JOB DESCRIPTION**

The teaching assistant (TA) is responsible directly to the Head of EYFS. The duties are outlined as follows:

**Teaching and learning**

* Assist in the educational and social development of pupils under the direction and guidance of the Head of EYFS, SENCO and Class Teachers.
* Lead the class or small groups in learning activities under the direction and guidance of the Head of EYFS, SENCO and Class Teachers.
* Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress.
* Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
* Work with other professionals, such as speech therapists and occupational therapists, as necessary.
* Assist class teachers with maintaining pupil records.
* Support pupils with emotional or behavioural problems and help develop their social skills.

**Administrative duties**

* Prepare and present displays of pupils’ work.
* Support class teachers in photocopying and other tasks in order to support teaching.
* Undertake other duties from time to time as the Head requires.

**Standards and quality assurance**

* Support the aims and ethos of the school as represented in the Staff handbook.
* Set a good example in terms of dress, punctuality and attendance.
* Attend team and staff meetings.
* Undertake professional duties that may be reasonably assigned by the Head e.g to undertake similar work in and around the School.
* Be proactive in matters relating to health and safety.
* Be familiar with the Staff handbook and all the policies and procedures relevant to their work.
* Treat all School business as confidential.

**Other duties and responsibilities**

* Attend all INSET days.
* Attend class/school day trips away from the school site.
* Lead an assembly approximately once a term.
* The Head may ask the post-holder to perform other duties from time to time.