

Mrs Maddie Arnold-Jones  
Headteacher

## JOB DESCRIPTION – TEACHING ASSISTANT

**NAME:**

**POST:** Teaching Assistant      **SALARY:** Kent Range  
Plus SEN Allowance

**LOCATION:** To work across all the School Sites and College (based at one site but subject to periodic review as school organisational needs demand).

**PURPOSE OF ROLE:**

- To work with teachers to raise the learning and achievement of pupils whilst also promoting their independence, self-esteem and social inclusion.
- To provide support to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.
- Teaching Assistants work as part of the whole school team and to support the educational, physical, emotional and social needs of the pupils.

**ACCOUNTABLE TO:**

1. Headteacher
2. Assistant Headteachers
3. Liaises with Class Teacher

**RESPONSIBILITIES AND DUTIES:**

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

Teaching Assistants will work as part of a Class team with the Class Teacher and other Teaching Assistants, being deployed in a variety of educational settings both within and outside the school/college.

Teaching Assistants make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teaching assistants should act with honesty and integrity to uphold comparable standards to other education professionals. By demonstrating values and behaviours consistent with their professional role, teaching assistants work with other education professionals within a common framework of expectations.

Teaching Assistants working at Ifield Nursery will be expected to deliver Outreach support to the pre-school or nursery that the child is currently attending. This will include advice about strategies, resources and progress.

The Professional Standards for Teaching Assistants are set out in four strands.

Personal and professional conduct

Knowledge and understanding

Teaching and learning

Working with others

## **Personal and Professional Conduct**

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for a Teaching Assistant.

Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:

### **Teaching assistants should uphold public trust in the education profession by:**

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

## **Knowledge and understanding**

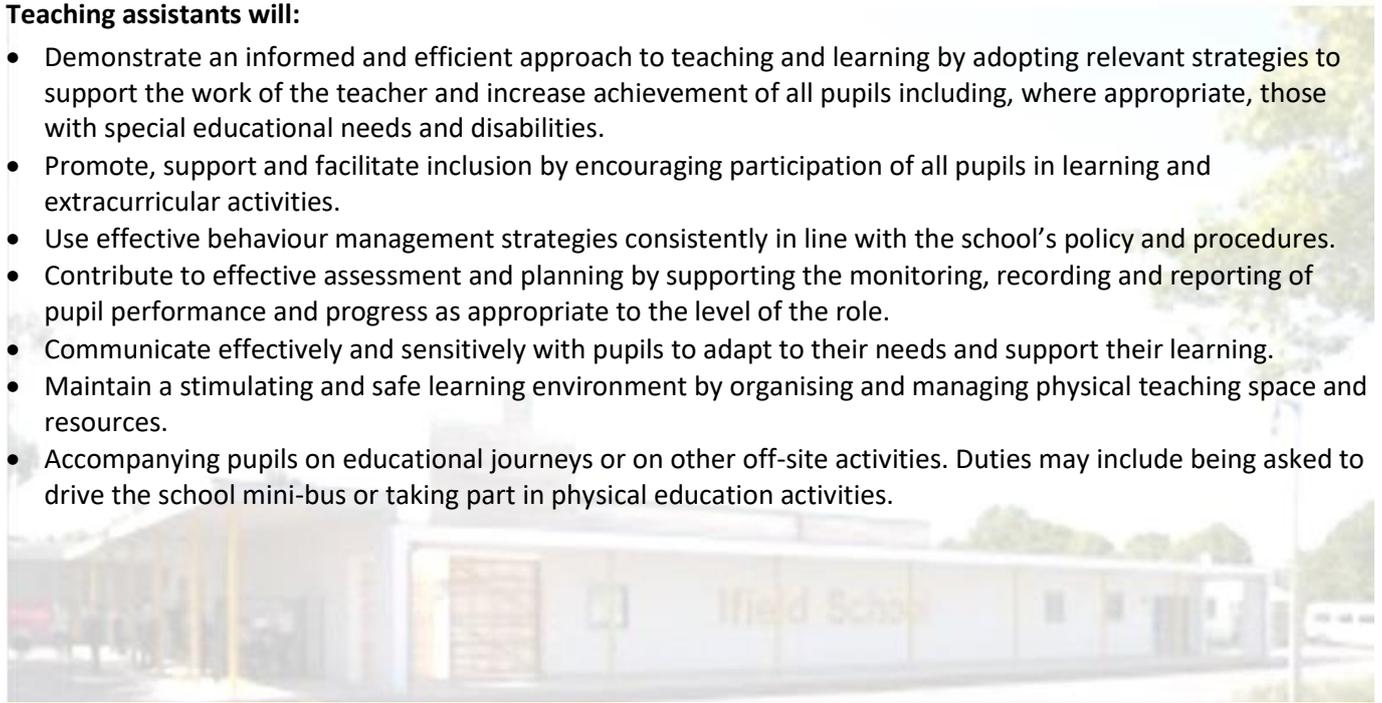
### **Teaching assistants will:**

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

## **Teaching and Learning**

### **Teaching assistants will:**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- Accompanying pupils on educational journeys or on other off-site activities. Duties may include being asked to drive the school mini-bus or taking part in physical education activities.



## Working with Others

### Teaching assistants will:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory staff, e.g. Speech and Language Therapist.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

### Other duties and responsibilities

- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings and training.
- Maintain, and care for equipment and used in the classroom.
- Be proactive in matters relating to health and safety.
- Prepare and present displays of students' work.
- Support class teachers in photocopying and other tasks in order to support teaching and learning.
- Participate in the toilet training and the attainment of personal hygiene skills by pupils such as helping pupils to use a comb, clean teeth or ask to use the toilet. In some instances, duties may also involve bathing pupils after sickness or soiling as well as washing and drying their clothes. Some pupils may require incontinence pads to be changed.
- Where necessary operate individual feeding programme and help pupils to feed themselves. This may include cutting up food, helping pupils to use cutlery or in some instances, actually feeding the pupils.
- Supervise and support pupils during breaks and lunchtimes.
- Teaching Assistants may be asked to learn First Aid techniques and apply them in caring for pupils in the school. This may involve administering drugs or medicine to individual pupils.
- To participate in the school's Appraisal and to take part in arrangements for further training.
- Undertake professional duties that may be reasonably assigned by the Headteacher.

### "Only the best for Ifield School"

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

<b>Signed:</b>	<b>Signed:</b>
<b>Headteacher: Mrs Maddie Arnold-Jones</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>