**Role: Teaching Assistant**

**Line Manager: Assistant Headteacher**

**Grade: KR3**

**Main Purpose of the Job**

1. To work under the guidance of the class teacher to support teaching and learning
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

**Necessary Experience**

* Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills (GCSE at C and above preferred)
* Previous experience of working with children.
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

**Main Responsibilities**

**Support for the Pupils/ Families**

* To deliver pastoral and learning support
* To provide feedback to pupils in relation to progress and achievement
* To work with pupils, understanding how to motivate and encourage them to develop and achieve
* To work with the SLT and other teachers to develop and implement support plans
* To understand the individual needs of children and be responsible for advising them on social health and hygiene
* To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
* To work with small groups of children and to take responsibility for their learning
* To undertake playground supervision

**Support for the School**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
* To contribute to overall ethos/work/aims of the school
* To attend and participate in regular meetings, and in training and other activities as required
* To assist in the general care of the school environment
* To assist with children at the beginning and end of the day and in the playground as required
* Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings

**Support for the Curriculum**

* To be responsible for management of stock levels and for maintenance / quality /safety of equipment
* To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil’s interests, language and cultural backgrounds
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * At least Level 2 Diploma and working towards L3 (or equivalent) with proficient practical skills. |
| **EXPERIENCE** | * Previous experienced of working with children. |
| **SKILLS AND ABILITIES** | * Numeracy and literacy skills. * Basic IT skills. * 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. |
| **KNOWLEDGE** | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |