

# Job Description –Teaching Assistant (TA)

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## **Job Title:**

Teaching Assistant (TA) – Personalised Support

## **Responsible to:**

Class Teachers, SENCo, Assistant Headteachers, Deputy Headteacher, Headteacher and the Governing Body of the school

## **Responsible for:**

None

*All TAs must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. TAs must maintain appropriate professional boundaries and respect the unique position of trust as a TA at all times.*

## **Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher. This will be to feedback on their learning for the week and plan ways to approach their next steps in learning. The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher. Along with this they will be required deliver and report on interventions.

To support teachers as a key working by assisting with the creation of a personalised approach for children with special educational needs and/or disabilities.

## **Scope for Impact:**

Support staff in schools make a strong contribution to pupils' learning and achievement; however, teachers' professional training, knowledge and experience enable them to take overall responsibility for pupils' learning. The TA is not required to take sole responsibility for every aspect of each lesson that is taught. The TA provides support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement, especially those who require additional support and interventions to access the curriculum and to make development.

To provide excellent welfare support so all pupils feel safe, secure and happy at our school.

To support and be involved in the constant development of the school in all areas and aspects.

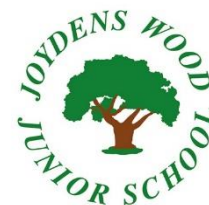
## Key duties and responsibilities:

### MAIN DUTIES AND RESPONSIBILITIES

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Record basic pupil data
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
- Plan, prepare and deliver specified learning activities (including interventions) to individuals and/or small groups modifying and adapting activities as necessary under the direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Under the direction of a teacher, implement Individual Development Plans for pupils (such as Provision Plans), including attendance at, and contribution to, reviews.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Provide short-term cover supervision of classes.
- Supervise pre-prepared activities and self directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Manage the behaviour of pupils whilst they are undertaking work.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Be responsible for pupils who are not working to the normal timetable.
- Be responsible for the presentation of displays
- Promote good progress and outcomes by pupils

- Set high expectations which inspire, motivate and challenge pupils.
- Adapt support to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment that is shared with colleagues as appropriate.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.
- To ensure that school policies are reflected in daily practice.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Maintain confidentiality at all times.
- Understand the importance of sharing values.
- Recognises health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.

*These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.*



	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li> <li>• Minimum of English and Maths GCSE A-C (or equivalent).</li> <li>• Good standard of personal literacy, numeracy and basic ICT competency.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful recent experience (at least 1-2 years) of working with children of relevant age.</li> <li>• A good understanding of child development.</li> <li>• Planning with colleagues and being a good team member.</li> <li>• Assessing children's achievements and progress in line with National expectations.</li> <li>• Providing appropriately for the full range of abilities.</li> <li>• Have experience of working with children with special educational needs.</li> </ul>
<b>PHILOSOPHY &amp; BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Passionate about Primary education.</li> <li>• A positive approach, encouraging pride in all aspects of school life.</li> <li>• A commitment to learning about learning.</li> <li>• A commitment to developing independence and creativity.</li> </ul>
<b>SKILLS AND ABILITIES (<i>incl. Personal Skill</i>)</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a variety of people.</li> <li>• Positive attitude to change.</li> <li>• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li> <li>• Ability to work on own initiative and motivate others</li> <li>• Ability to form caring and positive relationships with children and adults</li> <li>• Must be flexible with effective time management skills.</li> <li>• Have a creative approach to problem solving and use this to inspire and motivate pupils.</li> <li>• Good organisational skills and ability to prioritise tasks, set tasks and monitor effectiveness.</li> <li>• A good team player.</li> <li>• Reliable &amp; Punctual.</li> <li>• Good sense of humour.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• An understanding of how children learn.</li> <li>• Ability to use ICT throughout the curriculum.</li> <li>• Experience of assessment.</li> <li>• Willingness to reflect on own performance.</li> <li>• Thorough knowledge and understanding of safeguarding children.</li> <li>• Be able to follow specific programmes of work, both academic, language based and physical.</li> <li>• Have the capability to adapt planning and activities for key pupils and groups.</li> </ul>

<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Have the ability to track pupil progress and liaise with teachers regarding assessment.</li> <li>• Commitment to own professional development.</li> <li>• Commitment to effective practice within an inclusive environment.</li> <li>• Prepared to undertake training relevant to the post.</li> <li>• Ability to develop positive relationships with staff, parents and outside agencies.</li> <li>• Commitment to all aspects of equal opportunities in principle and in practice.</li> </ul>
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*This job description may be amended at any time in consultation with the postholder.*

Last review date:

Next review date:

Headteacher/line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_