**Teaching Assistant TA- Job Description and Person Specification**

The main duties and responsibilities include:

* Supporting the class teacher by:
* Helping with preparation and maintenance of an effective and safe learning environment
* Contributing to the preparation of learning activities, supporting the delivery and monitoring their success and pupils’ response, feeding back information as appropriate
* Contributing to the maintenance of pupil and classroom records
* Supporting children and their learning by:
* Demonstrating the schools’ values Respect, Inclusive, Creative, Hardworking (RICH)
* Establishing fair, respectful, trusting, supportive and constructive relationships with children
* Having high expectations for all children and a commitment to help them achieve their full potential
* Motivating and encouraging pupils to develop their own ideas and creativity and promoting their creativity
* Promoting pupils’ self- esteem, independence, positive values, behaviours and attitudes
* Monitoring and assessing the progress of children and taking appropriate action
* Additional duties and responsibilities we expect all of our employees to meet include:
* Demonstrating the schools’ values Respect, Inclusive, Creative, Hardworking (RICH)
* Getting along well with others on the team and demonstrating a good commitment to team culture
* Taking an active role in developing your own professional skills and expertise and helping the development of others
* Participating in appraisal reviews
* Participate in meetings, staff training and events
* Contributing to the development, image and well-being of the whole school
* 2 lunchtime duties a week are included in the hours

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | 1. Strong academic record **including** Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). | * Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications) * Grade A or B in both English and Maths GCSE or equivalent.   First Aid qualifications. |
| **Knowledge and Experience** | 1. Experience of supporting children within the EYFS, Key Stage 1 or Key Stage 2. 2. Experience of working in a school and/or nursery context.   Excellent literacy knowledge and skills. | * **Experience of:** * ***Teaching and supporting children with SEN.*** * ***Running intervention programmes.*** * Knowledge of EYFS or KS1/2 assessment, curriculum and planning. |
| **Personal** | * Enjoy working with children.  1. Able to have a good rapport with children. 2. Dedicated to safeguarding and promoting the welfare of children. 3. Enthusiastic 4. Hardworking, flexible and motivated. 5. Team player and excellent interpersonal skills. 6. Good verbal communication skills including ability to communicate effectively with carers and parents. 7. Able to take the initiative. 8. Confidentiality and sensitivity. 9. Supportive of the ethos of the school. | 1. Ability to work with and manage children with challenging needs – EAL, SEN and very able pupils. 2. Good IT skills. 3. Skills and interests that could help enrich children’s learning e.g. MFL, cooking, gardening, music and so on. |
| **Other** | 1. Willingness and ability to undertake lunchtime duties additional to the two included in hours, if another member of staff is off ill 2. Willingness to run an after school club | * Willingness and availability to undertake some breakfast club (8.00-8.30am) and/or after school club (3.15-5.30pm) duties if needed due to absence of other staff |