



JOB DESCRIPTION

Post Title:	Teaching Assistant	Grade :	BEX 05
Responsible to:	Assistant Head Teacher (Wider Curriculum)		
Responsible for:	N/A		
Main purpose of the job:			
Provide learning and pastoral support for all pupils in the classroom: to support their academic progress and engagement with learning. This will involve working with the class teacher to plan and deliver activities, support in the classroom with academic progress and behaviour for learning and develop a love of learning in all children. Championing the entitlement for all children to have access to the highest quality of education and promoting “Excellence Every Day” in own classroom practice and professional conduct throughout the school. To provide supervision for lunchtimes and promote positive engagement and social interaction.			
Duties and Responsibilities:			
Supporting pupils			
<ul style="list-style-type: none">● Build a positive relationship with the pupils, promoting high self-esteem, independence and social inclusion● Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention● Engage all children in learning activities, model problem-solving and enthuse pupils to develop independent learning strategies● Supporting pupils with additional needs in the classroom and using strategies in line with personalized plans to reduce barriers to learning● Communicate class routines and expectations to promote consistency for pupils and across the school community● Use knowledge of each pupil to build positive and enriching relationships which support healthy self-esteem, social, emotional and mental health needs● Supervise pupils during lunchtime periods and encourage healthy eating, positive social behaviours and respectful social interaction during unstructured times			
Teaching and learning			
<ul style="list-style-type: none">● Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil’s achievement● Contribute to the planning of differentiated learning activities for the individual, delivering activities inside the classroom and only outside the classroom for short sessions to compliment the classroom live learning● Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning			

- Promote, support and facilitate inclusion by encouraging participation of the pupil in new experiences and learning as well as extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning and embed technology into the curriculum
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons (uploaded weekly by class teachers by 8am Mondays)
- Work with teaching staff to create stimulating and exciting display areas which celebrate all pupils' learning and provide inspiration and evidence of what is expected

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisors and improvement partners
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Communication

- Use direct face to face communication in the workplace to promote open dialogue where possible
- Respond to emails within the directed time or within 48 hours where no timescale is given
- Record all communication with parents / carers on the relevant on-line platform as appropriate

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Fully engage in opportunities to build the appropriate skills, qualifications, and/or experience needed for the role under the guidance and direction of the Trust Teaching and Learning Lead / Head Teacher / Director of SEND, Safeguarding and Inclusion
- Be an active participant in the school's appraisal and coaching procedures as part of the overall vision for "Excellence Every Day"

Other areas of responsibility

Safeguarding

<ul style="list-style-type: none"> • Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies including the recording and reporting as per the policy and procedures of the Trust • Promote the safeguarding of all pupils in the school 		
Signed by:	Post holder:	Date:
	Line Manager:	Date:
Last review date	May 2022	
Next review date	May 2023	

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.



PERSON SPECIFICATION

Qualifications and training
<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths (and preferably Science) • Level 3 Teaching Assistant qualification or equivalent
Experience
<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) and able to simultaneously demonstrate aspirational goals for all pupils • Experience supporting, planning and delivering learning activities • Experience of working in an environment where progress and achievement of pupils is measured
Skills and knowledge
<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils and knowledge of strategies to make learning accessible to all pupils • Knowledge of how to help adapt and deliver support to meet individual needs within a whole class environment • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Ability to work as part of a team and to be flexible in their approach to daily routines, prioritizing the operational needs of the school above all else • Active listening skills • The ability to remain calm in stressful situations • The ability to manage behaviours that challenge and support the mental health of all pupils. • The ability to develop independent learning skills in all pupils and engage them effectively in their learning • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly in using ICT to support learning
Personal qualities

- | <ul style="list-style-type: none">● Enjoyment of working with children● Aspirational attitude to learning and achievement for all in promoting “Excellence Every Day”● Sensitivity and understanding, to help build good relationships with pupils whilst equally communicating clearly expectations and maintaining appropriate boundaries● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school● Commitment to maintaining confidentiality at all times● Commitment to safeguarding pupil wellbeing and equality● Resilient, positive, forward looking and enthusiastic about making a difference● Capacity to inspire, motivate and challenge children and young people● Full commitment and willingness to engage in own professional learning and development through coaching and involvement in evidence-based research relevant to role and / or aspirations |
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