



Job Description: Teaching Assistant

Grade: KSB

Line Manager: Headteacher (HT)

Purpose of the Job:

To be a part of a professional team to support teaching and learning, providing general and specific assistance to pupils.

Key duties and responsibilities:

1. Working in a team with class teachers across the school to deliver excellent support with teaching and learning assisting with the implementation of planned learning activities/teaching programmes as agreed with the teacher/SENCO/SLT, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/SENCO/SLT
6. Share information about pupils with other staff, or if requested with parents / carers, internal and external agencies, as appropriate
7. Understand and support independent learning and inclusion of all pupils as required
8. Work with individuals or small groups of pupils and providing feedback to the teacher
9. Support pupils to understand instructions, support independent learning and inclusion of all pupils
10. Support the teacher in behaviour management in line with the school's policy and keeping pupils on task
11. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
12. Prepare and clear up the learning environment and resources, including photocopying, filing, and the display and presentation of pupils' work, and contribute to maintaining a safe environment
13. Creating opportunities for all children to reach their potential, irrespective of ability

14. Teaching Assistants in this role may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Record basic pupil data
- Support children's learning through play
- Undertake 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
- Attend 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
- Undertake any professional duties of a Teaching Assistant reasonably delegated by a member of the Senior Leadership Team.

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.

Person Specification: Teaching Assistant

The following outlines the criteria for this post.

Applicants who have a disability and who meet the criteria will be shortlisted.
Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	A relevant level 3 supporting teaching and learning in schools qualification (or equivalent) with proficient practical skills (preferred).
EXPERIENCE	Previous experience of working with children
SKILLS AND ABILITIES	<p>Numeracy and literacy skills</p> <p>The ability to use relevant technology/equipment with basic IT skills</p> <p>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible</p> <p>Proven ability to work in a team and in using your own initiative</p> <p>High level of communication skills and the ability to relate positively to children and adults</p> <p>Commitment to the happiness, well-being, self-esteem and progress of everyone at the school.</p> <p>Most importantly, an adaptable and flexible outlook which thrives in an environment with changing priorities.</p>
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality