

**Job title:** Teaching Assistant

**Salary:** KSA

**Hours:** 28.75hrs

**Contract type:** Permanent - term time only

**Reporting to:** Assistant Headteacher

### **Main purpose**

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Support pupils, individually, in small groups and occasionally as a whole class, so they can access the curriculum, participate fully in learning and experience success.
- Deliver targeted interventions and learning activities under the direction of the class teacher.
- Support the school's positive behaviour ethos and contribute to a safe, stimulating and inclusive learning environment.
- Undertake a 30-minute lunchtime duty as directed.

### **Duties and responsibilities**

#### **Teaching and learning**

- Support the class teacher in delivering high-quality teaching and learning for all pupils.
- Work with individual pupils and small groups to reinforce learning and promote progress.
- Adapt support to meet the needs of pupils, including those with Special Educational Needs and Disabilities (SEND), English as an Additional Language (EAL) and disadvantaged pupils.
- Promote inclusion by encouraging the participation of all pupils in classroom activities and wider school life.
- Use effective behaviour management strategies consistently in line with the school's Behaviour Policy.
- Support pupils' social, emotional and personal development.
- Organise and maintain learning resources and classroom environments to promote safe and effective learning.
- Observe pupils' responses to learning activities and provide accurate pupil voice/feedback to the class teacher.
- Encourage pupils to become independent learners by developing confidence, resilience and self-help skills.
- Assist with educational visits and extracurricular activities as required.
- Undertake other duties appropriate to the role as directed by the class teacher or senior leaders.

#### **Planning, Assessing and Recording**

- Prepare classrooms, equipment and learning resources for lessons.
- Support the delivery of planned learning activities under the direction of the class teacher.

- Deliver planned interventions and programmes to individuals and small groups.
- Record pupil participation, progress and achievement as directed.
- Provide timely feedback to teachers to support assessment and future planning.
- Support teachers in maintaining accurate records relating to pupils' learning and development.
- Assist with classroom displays and the organisation of learning materials.

#### **Working with staff, parents/carers and relevant professionals**

- Develop positive and professional relationships with pupils, colleagues, parents and carers.
- Communicate effectively with teachers regarding pupils' progress, achievements and any concerns.
- Contribute information, where appropriate, to discussions with parents and carers under the direction of the class teacher.
- Work collaboratively with teachers, SEND staff, pastoral staff and other professionals to support pupils' learning and wellbeing.
- Attend staff meetings, training sessions and professional development activities as required.

#### **Health, Safety and Welfare**

- Promote the safety and wellbeing of pupils.
- Follow the requirements of Keeping Children Safe in Education (KCSIE), safeguarding procedures and the school's Child Protection Policy.
- Administer basic first aid where trained and appropriate.
- Supervise pupils during lunchtimes, playtimes and other activities as directed.
- Respond appropriately to accidents, illness or emotional distress.
- Follow all school policies, procedures and the Staff Code of Conduct.

#### **Professional development**

- Participate fully in the school's appraisal process.
- Reflect on practice and identify professional development needs.
- Attend relevant training to maintain and develop knowledge and skills.
- Keep up to date with developments in education, safeguarding and SEND practice.

#### **Other Areas of Responsibility**

- Work in accordance with statutory safeguarding guidance, including Keeping Children Safe in Education and Prevent Duty.
- Promote the welfare and safeguarding of all pupils.
- Report any safeguarding concerns immediately in line with school procedures.
- Maintain appropriate professional boundaries at all times.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Preferably GCSE Grade 4/C or above (or equivalent) in English and Mathematics.</li><li>• First Aid qualification or willingness to undertake training.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children in a primary school or educational setting.</li><li>• Experience supporting pupils individually and in small groups.</li><li>• Experience of supporting children with a range of learning needs, including SEND, is desirable.</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Good literacy and numeracy skills.</li><li>• Good organisational and time management skills.</li><li>• Ability to build positive relationships with pupils and adults.</li><li>• Understanding of child development and effective learning strategies.</li><li>• Knowledge of the primary curriculum appropriate to the age range.</li><li>• Understanding of effective behaviour management strategies.</li><li>• Ability to adapt support to meet individual learning needs.</li><li>• Good verbal and written communication skills.</li><li>• Good ICT skills appropriate to the role.</li><li>• Understanding of safeguarding responsibilities and child protection procedures.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enjoyment of working with children.</li><li>• Patient, caring and approachable.</li><li>• Committed to achieving the best outcomes for every child.</li><li>• Able to work effectively as part of a team.</li><li>• Flexible, reliable and well organised.</li><li>• Professional, trustworthy and able to maintain confidentiality.</li><li>• Positive, resilient and enthusiastic.</li><li>• Committed to the school's values and ethos.</li><li>• Committed to equality, inclusion and safeguarding.</li></ul>

**Note:** This job description is not intended to be exhaustive and may be amended from time to time, following consultation with the post-holder, to reflect the changing needs of the school. The post-holder may be required to undertake other duties that are commensurate with the grade and responsibilities of the post.