



Job Description and Person Specification
Teaching Assistant KSA



Joy Lane Primary Foundation School

Job Title: Teaching Assistant

Reports to: Executive Headteacher and Line Manager

Current Grade: KSA* (previously KR3)

PURPOSE OF 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.

Key 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.



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

- 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

NECESSARY EXPERIENCE

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	Previous experience of working with children with SEN is desirable Previous experience of working with children is essential
SKILLS AND ABILITIES	Numeracy and literacy skills



	<p>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>
KNOWLEDGE	<p>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</p>

SCOPE FOR IMPACT

Teaching Assistants will share the responsibility for creating a stimulating environment (e.g. by setting up displays and activity corners) to enhance the children's social, education and development.

Teaching Assistants will be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development and keep up to date with National Standards in order to ensure that all children in the School are cared for appropriately.



JOB CONTEXT

Teaching Assistants must work within the relevant policies, codes of practice and legislation reporting any concerns to the Senior Leadership Team.

Teaching Assistants must have good communications skills to be able to inform, persuade, inspire and motivate children and provide feedback to other professionals and parents as required.