

Job Description

Job Title:	Teaching Assistant
Grade:	Band 3
Responsible to:	Head of School

Purpose of the Job:

Main duties and responsibilities (Accountabilities):

Teaching and Learning

1. To work under the direction and guidance of the lead person to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
2. To liaise with lead person regarding intervention outlined in 1 and to prepare materials as directed.
3. To work on the advice of outside agencies e.g. occupational therapists.
4. To assist lead person on maintaining pupil records.
5. To support with pupil management inside and outside the classroom e.g. at lesson changeover times.

Standards and Quality Assurance

1. To support the aims and ethos of Regis Manor Primary School as a happy and caring school so that pupils can achieve their highest potential.
2. To attend INSET as identified by the lead person or by performance management.
3. To be proactive in matters relating to health and safety.
4. To set a good example in terms of dress, punctuality and attendance.

Other responsibilities

1. To prepare and present displays of students' work.
2. To assist in other clerical duties as requested which may include the preparation for meetings or photocopying.
3. To attend relevant meetings.

N.B. It is recognised that the latter role may be on a voluntary / extra hours basis.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Teaching Assistant

Grade: Band 3

Responsible to: Head of School

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English, Maths and Science GCSE at grade C or above (or equivalent) 	<ul style="list-style-type: none"> Evidence of other TA related qualifications and/or training courses
Experience	<ul style="list-style-type: none"> Experience of working with pupils who have ASD 	<ul style="list-style-type: none"> Experience of working in school KS3 or above, or in other child related roles Experience in supporting those with specific learning difficulties Experience of reading and scribing for pupils in public examinations
Skills and Abilities	<ul style="list-style-type: none"> Good communication skills 	
Knowledge	<ul style="list-style-type: none"> Understanding and knowledge of pupils with ASD Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety 	<ul style="list-style-type: none"> An understanding and knowledge of various needs types, especially SpLD (dyslexia), SLCN and how to meet those needs Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN
Personal qualities	<ul style="list-style-type: none"> Willingness to learn Team player Initiative Commitment to the role 	