



Job Description

- Designation:** Teaching Assistant
- Responsible to:** Assistant Headteacher - Inclusion
- Hours:** 30 per week / 38 weeks per year
- Core hours of work:** Between 8:20am and 3:20pm

Purpose

To support the teachers in the teaching and welfare of the children to attain the targets set in their personal learning. There is a requirement to work with all children including those with statements and additional educational needs throughout the Key Stages.

Accountability

- Provide teaching support to individuals or groups of pupils as required by the AHT (Inclusion) and/or class teacher to:
 - Monitor their learning and address difficulties encountered
 - Promote independent learning and reaching of targets set
 - Take intervention groups and work with children through a set period to raise attainment and achievement
- Assist in the drawing up and undertaking of specific programmes, either in intervention groups or within the classroom to ensure delivery of individual's targets.
- Raise self-esteem and promote positive behaviour patterns and discipline in working with pupils to assist their education and growth.
- Prepare materials to ensure efficient and effective teaching of specific children or groups of children.
- Assist the AHT (Inclusion) and class teachers with displaying pupils' work.
- Undertake playground supervision to ensure the continued safety and welfare of pupils, including first aid duties with appropriate first aid training.
- Accompany pupils/ teachers on educational journeys/ on or off site activities during allocated working hours, ensuring pupils are supervised as required and working under the direction of the teacher in charge.
- Take part in the academy's Performance Management procedures in order to identify strengths and undertake relevant professional development to meet individual and academy needs.
- Undertake such administrative tasks/ duties as; collecting money, bulk photocopying, producing class lists, processing pupil assessment data, coordinating standard letters.
- To carry out duties that the Head Teacher may from time to time require.

- To undertake relevant behaviour management training and follow the academy's behaviour management policies.
- In an emergency, the Teaching Assistant may be requested to supervise the class for a short period of time in the teacher's absence.
- As a member of staff, all Teaching Assistants will have responsibility for the consistent implementation of the academy's policies and procedures, including Child Protection and Health and Safety requirements

Personal Specification

To be able to demonstrate:

- A Good standard of education (A level, with one in a core subject of English, Maths or a Science subject and GCSE Maths and English Grades A-C or equivalent)
- NVQ Level III Teaching Assistant or equivalent
- Empathy and understanding with pupils of all ages
- Excellent behaviour management strategies
- Excellent organisational and inter-personal skills
- Effective positive working relationships with staff to ensure pupils' needs are met
- Systematic and methodical approaches to monitoring provision and record keeping
- Ability to work on own initiative
- Understanding of the basic principles of assessment for learning

Organisation

The post holder will:

- Assist Class Teachers with administration tasks to ensure the effective education of the pupils.
- Support class teachers in identified administration tasks such as collecting money, putting up displays, photocopying and preparation of resources.
- Undertake and keep updated with Team Teach (2 days) and First Aid training provided by the academy.

Working Environment:

The post holder will be based within the academy buildings either within a classroom or using a shared area when working with children.

Signature: _____ Date: _____

Headteacher: _____ Date: _____