

Post Title: Teaching Assistant

Responsible to: Class Teacher

#### Job Purpose

- To work under the instruction and guidance of teachers and senior leaders to undertake work, care and support programmes which enable access to learning for all pupils including those with special needs.
- To assist the teacher in the management of pupils, the classroom and break times within all areas of the school.

#### Duties and Responsibilities

- Assist teachers in ensuring all pupils' continuing educational development through structured and agreed learning activities/teaching programmes including activities identified in Education and Health Care Plans
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Establish constructive relationships with pupils working with small groups or 1:1 to deliver targeted support
- Prepare, maintain and use equipment and resources required to meet lesson plans and activities, assisting pupils in use.
- Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Supervise and support children during lunch break and play times to ensure their learning is extended beyond the classroom.
- Administer routine tests, invigilate exams and undertake routine marking of pupil's work.
- Safeguard children at all times.

#### Activities

- Use learning strategies, in liaison with the teacher, to support pupils to achieve learning goals, adjusting learning activities according to pupil responses
- Supervise and support pupils, including those with high needs, ensuring their safety and encouraging interaction and engagement in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Deliver learning through play for pupils during lunchtime and breaks.

- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting inclusion.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Supervise and assist with any toileting/medical needs as required.
- Promote good pupil behaviour inside and outside the classroom, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for teacher, including administering coursework.
- Develop pupils' competence in independently using of IT in learning activities.
- Work within predetermined guidance, policies, procedures and teachers guidance.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Use initiative and common sense and be assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Any other reasonable activity as directed by line manager/Head of School.
- Contribute to the overall ethos/work/aims of the school.

#### *General Duties*

It is our mission to “reveal the champion within” and all staff are expected to embed themselves within **CAIRS**, which is the way we do things here:

**Care** to provide a secure, caring community where each child is valued and learning can thrive.

<b>Aspiration</b>	to provide a broad, balanced and relevant curriculum to ensure that all pupils gain the skills and knowledge to help them grow in confidence and prepare for the future.
<b>Inspiration</b>	to create a series of stimulating learning environments where individuals can work and play together in a spirit of co-operation.
<b>Respect</b>	to build a culture within which all leaders and learners feel safe and enabled by each other.
<b>Stewardship</b>	to foster responsibility towards the environment and the community in which we live.

WAT CAIRS is who we are and as such you are expected to support all staff, children and the community. This may mean undertaking tasks outside of your area of responsibility where required.

#### *Health and Safety*

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### *Safeguarding*

The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Woodland Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

#### *Data Protection*

The Woodland Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents/Carers and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and

procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

*This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.*

Signed by Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Person Specification  
Teaching Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills demonstrated through at least the level of GCSE point 9-1 or equivalent.</li> <li>• Qualified to NVQ level 3 for Teaching Assistants or equivalent qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in EYFS.</li> <li>• Training in the relevant learning strategies, e.g. literacy.</li> <li>• First Aid Training as appropriate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous TA experience in a primary school setting.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning.</li> <li>• Use of other equipment technology – video, interactive whiteboard, photocopier, etc.</li> <li>• A good understanding of child development and learning.</li> <li>• Knowledge of playground games.</li> <li>• Ability to self-evaluate learning needs and actively seek learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/code of practice and awareness of relevant legislation.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Understanding of playground games.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• A desire to work with young people to help them achieve their best in school.</li> </ul>	
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding and its importance within an educational setting.</li> <li>• Awareness and understanding of equality and diversity.</li> </ul>	