

Teaching Assistant Job Description and Person Specification

Pay: KR3

Purpose of the Job:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

Key duties and responsibilities:

1. Support the class teacher in delivering a positive, exciting lesson plan that challenges and continually develops all pupils.
2. Work with small group of pupils, under the direction of the class teacher, to deliver targeted learning for all pupils.
3. Assess the needs of pupils and use knowledge and skills to support pupils' learning.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
6. Contribute to the development of policies and procedures.
7. Provide short- term cover supervision of classes.
8. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
9. Be responsible for the presentation of displays
10. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.
11. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
12. Assess, record and report on development, progress and attainment.
13. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
14. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.

Person Specification:

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Maths and English GCSE grade C / 4
EXPERIENCE	<ul style="list-style-type: none">• Successful relevant experience of working with children of relevant age within a learning environment.• Successful, relevant experience of working with children with additional needs.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Developed skills for communicating with individuals and groups.• Demonstrate a willingness to be proactive in developing their own knowledge and experience• Creative thinker who enjoys finding solutions to challenging problems.
KNOWLEDGE	<ul style="list-style-type: none">• An understanding of child development and willingness to which contribute to a purposeful learning environment.• An understanding of the requirements of safeguarding for pupils.