

Job Description

Job Title: Teaching Assistant

Grade: SAT 3

Responsible to: Head of School

Purpose of the Job:

- To provide a complimentary service to existing teachers and pastoral staff in the school, delivering tailored teaching activities to pupils on either a one-to-one basis, in small groups or the classroom.
- To help pupils overcome barriers to effective learning and formation of positive peer relationships, in order to achieve their full potential to thrive in the school environment.
- To work under the supervision of the class teacher

Main duties and responsibilities (Accountabilities):

1 Classroom Preparation

- 1.1 Set out learning resources in line with the preparation requirements provided, normally by the teacher.
- 1.2 Check the availability and location of safety equipment in the learning environment.
- 1.3 Report shortages of learning materials to the teacher.
- 1.4 Encourage pupils to return materials to the appropriate place after use and to dispose of wastes in a safe and tidy manner.
- 1.5 Check the condition of learning resources and materials after use.
- 1.6 Bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
- 1.7 To put up displays of children's work.

2 Classroom Records

- 2.1 Complete basic records accurately and legibly with the details specified by the teacher (e.g. word check, colour check, checking spelling tests, complete basic reading records, IEP targets).
- 2.2 Comply with the school requirements for storage and security of pupil records at all times.
- 2.3 Make sure that information for the school office is collected, collated and passed on as promptly as possible.
- 2.4 Maintain confidentiality according to organisational and legal requirements.
- 2.5 Ensure detailed records of intervention targets and pupils' progress are kept up to date and available for SENCO/class-teacher.

3 Working with pupils

- 3.1 Provide the pupil with the level and type of individual attention specified by the teacher.
- 3.2 Work to build a good relationship with the pupil.
- 3.3 Encourage the pupil to take responsibility for his/her own behaviour and to act independently.
- 3.4 Interact with the pupil in a manner appropriate to the pupil's communication and interaction skills.
- 3.5 Provide comfort and immediate care for minor accidents, upsets and ailments and report serious problems to the relevant people.
- 3.6 Recognise uncharacteristic behaviour patterns in the pupil and report these promptly to the relevant people.
- 3.7 Encourage and reinforce positive interactions between pupils.
- 3.8 Encourage groups to work together to comply with behaviour targets they have been set.
- 3.9 Consistently demonstrate respect for the rights of others in interactions with pupils and other adults.
- 3.10 Monitor the group's behaviour attentively enough to spot any signs of conflict or dangerous actions at an early stage and report to relevant people.
- 3.11 Respond to conflict situations and incidents of anti-social behaviour in line with school policies and within the scope of responsibilities of role.
- 3.12 Ensure a thorough understanding of the school's safeguarding protocols and adhere to them at all times.
- 3.13 Support pupil break times in line with school policy, including lunchtime

4 Support for Colleagues

- 4.1 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- 4.2 Communicate openly and honestly with colleagues.
- 4.3 Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

5 Personal Development

- 5.1 Maintain an up to date understanding of the requirements of the role and responsibilities.
- 5.2 Undertake appraisal/performance review.
- 5.3 Undertake agreed development actions conscientiously and within the required timescale.
- 5.4 Make effective use of the development support available.

6 Health and Safety

- 6.1 Follow health and safety regulations and guidelines when attending to pupils' hygiene, health and medical needs.
- 6.2 Promptly report any problems in maintaining standards of health and hygiene to the teacher.
- 6.3 Promptly report signs of health problems to the teacher.
- 6.4 Be responsible for administering first aid at school or during school trips.

7 Equalities and Diversity

- 7.1 Ensure that services are delivered in accordance with the good equalities and diversity practice.
- 7.2 Ensure that equalities and diversity is mainstreamed in your area of work.

This job description sets out the key outcomes required, the responsibilities and expectations are neither exclusive nor exhaustive. In consultation with you, the job description may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

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	Essential	Desirable
Qualifications	English, Maths and Science GCSE (or equivalent) grade C or above	Evidence of other TA related qualifications and/or training courses
Experience	Experience of working with children in a similar environment	Experience in supporting those with specific learning difficulties Experience of supporting pupils with medical needs
Skills, abilities and knowledge	Proven ability to communicate effectively both orally and in writing A willingness to learn Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	Experience in Phonics An understanding of the needs of SEND pupils Experience of reading and scribing for pupils
Personal qualities	Team player Initiative Commitment to the role	

	<p>Positive approach and flexibility</p> <p>Commitment to CPD</p>	
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