

Job Description

Job title:	Teaching Assistant
Group:	UK Independent Schools
Dept/Project/Service:	St. Andrews
Reports to:	Pre-School Manager/Assistant Principals
Responsible for:	N/A
Usual office base:	St. Andrews School
Grade:	9

Job purpose:

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Job objectives:

Support for Pupils

1. To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
2. To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
3. To focus on individual pupils to ensure their needs are being met within the group
4. To work with other staff to develop and implement the Individual provision map for pupils
5. To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
6. To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person
7. To participate in pupils' play and extend and stimulate language through conversation

Support for Teachers

1. To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
2. To set out, prepare, use, tidy and report defective equipment
3. To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

4. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
5. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
6. To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc.
7. To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence

Support for the Curriculum

1. To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
2. To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. To help pupils access learning activities through additional or intervention support

Support for the School

1. To promote the policies and ethos of the school
2. To display pupils' work to reflect their achievement
3. To supervise pupils on outings and visits as required
4. To supervise pupils at lunchtimes and playtimes
5. To attend staff meetings as required
6. To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Principal, receiving training where necessary from the school
7. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
8. To be a proactive member of the school and class team
9. To undertake planned supervision of pupils' out of school hours learning activities
10. To attend relevant courses and learning activities in order to update knowledge as required

General

1. The Teaching Assistant may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post

SCHOOL EVENTS

Teaching Assistants are expected to attend the following events, which occur out of school hours

- Annual Open Day (Saturday)
- Christmas Fayre (Saturday)
- Year 6 Prize Giving (evening)

- Year 6 Leavers' Play (evening)
- Annual Art Exhibition (Saturday)

And at least one of the following

- Christmas Disco (evening)
- Get Your Grown Ups Gardening Event (Saturday)
- Junior Summer Concert (evening)
- Saturday Sports Fixture (Saturday)

Person specification:

Knowledge

Essential:

- GCSE/ O-level grade C English and Maths
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience

Desirable:

- NVQ level 3 or equivalent or higher

Experience

Essential:

- Proven successful experience of working with children in an educational setting, including those with special educational needs
- Ability to contribute effectively to the workload, planning, supervision and responsibilities of a team

Desirable:

- Experience of working in 2 or more key stages
- Using ICT effectively to support learning
- Current Paediatric First Aid certificate
- Up-to-date Child Protection Training

Skills

Essential:

- Commitment to safeguarding and promoting the welfare of children and young people
- Communication skills to promote and develop effective working with children, colleagues and agencies at an appropriate level to achieve understanding and constructive response
- Ability to communicate effectively both verbally and in writing
- Contributing effectively to teachers' planning and preparation of lessons and ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour
- Effective contribution to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests

Desirable:

- An in-depth understanding of the curriculum (EYFS, KS1 or KS2) relevant to the year group placement

Practical Skills

- Confidence and ability to reflect and develop own practice
- Team Player
- Ability to create a stimulating and attractive learning environment in the classroom
- Excellent organisational skills and time management
- Prompt and reliable

Personal Attributes and Qualities

- Commitment to lifelong learning by undertaking further training and developmental opportunities offered by the school to further knowledge
- Able to deal with sensitive information in a confidential manner
- A thoroughly professional approach to all aspects of the role, contributing to the school as a whole
- Have a genuine interest and enjoyment of children
- A capacity for hard work and to cope under pressure
- Demonstrate creativity and imagination
- A good listener

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering the Vision Understands the vision and their role in the team in delivering excellence	Motivating Others Shows enthusiasm and positivity and recognises the importance of being committed and involved
Integrity - Supporting and Building Trust	Communicating with impact and Integrity Expresses ideas clearly and listens to what others have to say. Asks questions to clarify understanding	Follow through responsibilities Delivers on their responsibilities and can usually be relied upon to do what they say they will do
Accountability - Delivering and Improving	Developing Self and others Actively pursues learning and self-development, looking for ways to develop their own and others' knowledge and capability	Continually Improving Considers and suggests ideas for improvements to deliver results, sharing this feedback with others in a constructive manner
Collaboration - Engaging and Partnering	Engaging others to achieve goals Displays enthusiasm around goals, adopting a positive approach when interacting	Building effective relationships Demonstrates an interest in others and develops a range of

	with internal and external stakeholders	contacts outside own team to help get the job done
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Job Family: Non-Teaching

At St. Andrew's School, we place the safety and welfare of our pupils at the centre of all our activities. The safeguarding of pupils underpins the School's values and is fully embraced by all staff.

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.