

# Ursuline College



## Job Description/Person Specification

### Teaching Assistant

**Report to or Line Manager:** SENCo  
**Grade:** KR3  
**Hours per week:** 30  
**Weeks per year:** 39 (Term Time plus 5 INSET days)

#### Main Purpose of Job:

**To work under instruction/guidance to support the delivery of quality learning and teaching. to help raise standards of achievement for all pupils and 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.**

#### Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To 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
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

#### Specific Duties and Responsibilities

Working under the direction and line management of the SENCo and/or Lead Teaching Assistant:

- Follow teachers' directions regarding support
- Liaise with teachers regarding planning for support
- Assist teachers in the differentiation of work for the pupils
- Assist in the preparation and maintenance of the learning environment.
- Support the learning activities of those pupils identified as having additional or special educational needs.
- To know and support the pupils' targets.
- Facilitate pupils' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
- Prepare and develop appropriate materials/resources for pupils' lessons in different formats (using ICT equipment if necessary) e.g. adapting/enlarging text/reading resources for accessibility.
- Develop literacy and numeracy skills – by scribing, paired reading, using concrete apparatus and any other relevant resources.
- Promote behaviour for learning – keeping pupils on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy etc.
- Assist pupils in practical subjects.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Support pupils in small groups under the direction of the class teacher
- Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.
- Under direction, deliver interventions to support pupil progress e.g. reading, comprehension, spelling, handwriting groups etc.
- Administer routine tests and undertake routine marking of pupils' work.
- Ensure that pupils have full access to all areas of the school environment.
- Where necessary, to tend to pupils' personal care or physical needs as necessary.
- Undertake support activities outside of lessons e.g. break/lunch time supervision, homework/breakfast club etc.
- Accompany pupils on off-site activities and external provisions e.g. school trips, placements, skills studio etc.
- Provide additional support for pupils who have alternative assessment arrangements including acting as invigilator, scribe, reader etc. for internal/external exams.
- Under direction, provide support for activities pertaining to the wider school community e.g. vaccinations, photographs etc.
- Provide clerical/admin support e.g. photocopying, printing, displays etc.
- To contribute to the implementation and review of IEPs and/or Provision Maps as directed by the SENCo
- Monitor the progress and performance of individual pupils and keep records relating to pupils supported.
- Assess the impact of support and provide information to SENCo
- Assist in gathering information to inform the AEN/SEN audit.
- Liaise with others on all aspects of needs, support and progress of the pupils.
- Actively promote all aspects of the school's AEN provision in a positive way.
- Provide a positive role-model in terms of timekeeping, dress code and work ethos.
- Support the maintenance management of health and safety in accordance with the health and safety policy.
- Contribute to the promotion and effective implementation of the school's AEN, Equality and Diversity Policies.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

*This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.*

**Person Specification:**

Criteria		Essential	Desirable
<b>Qualification / Training</b>	Educated to GCSE level or equivalent in English and Maths	✓	
	Achieved a Level 2 Supporting Learning in School qualification		✓
<b>Specialist Knowledge and Experience</b>	Has significant experience of working with pupils within the school context	✓	
	Has experience of working with pupils in a small group setting	✓	
	Has experience of working with pupils on a 1:1 basis	✓	
	Is able to develop literacy and numeracy skills in 1:1, lessons/small group work		✓
	Has experience of contributing to and reviewing IEPs and/or Provision Plans		✓
<b>General and Personal Qualities</b>	Is a positive role model	✓	
	Has good oral communication skills	✓	
	Has good written communication	✓	
	Has good interpersonal skills	✓	
	Has the ability to work with a range of partners both within the school and beyond in the wider community	✓	
	Is flexible in approach	✓	
	Is a team player	✓	
	Is able to work under own initiative	✓	
	Has a sense of humour	✓	
	Is committed to their own professional development to meet personal aspirations and the needs of the school	✓	