**LADY BOSWELL’S TEACHING ASSISTANT**

**JOB DESCRIPTION**

To work under the instruction/guidance of teaching/senior staff 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. Work may be carried out in the classroom or outside

the main teaching area.

**Key functions :**

**SUPPORT FOR PUPILS**

Commitment to support the Christian ethos of the school

Develop a positive and supportive relationships with pupils

Be aware of the differing needs of pupils

Supervise and provide particular support for pupils, including those with special needs,

ensuring their safety and access to learning activities

Assist with the development and implementation of Individual Education/Behaviour Plans

and Personal Care programmes

Set challenging and demanding expectations and promote self-esteem and independence

Provide feedback to pupils in relation to progress and achievement under guidance of the

teacher

**SUPPORT FOR THE TEACHER**

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupils’ responses to learning activities and accurately record achievement/progress

as directed

Establish constructive relationships with parents/carers

Administer routine tests and invigilate exams and undertake routine marking of pupils’ work

**SUPPORT FOR THE CURRICULUM**

Undertake structured and agreed learning activities/teaching programmes, adjusting

activities according to pupil responses

Undertake programmes of intervention, recording achievement and progress and feeding

back to the teacher

Support the use of ICT in learning activities and develop pupils’ competence and

independence in its use

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant

learning activity and assist pupils in their use

Assist in the display and presentation of learning cues and pupils work in and outside the

classroom environment as required

**SUPPORT FOR THE SCHOOL**

Undertake training and CPD as required

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Assist with the supervision of pupils out of lesson times, including before and after school

and at lunch time as required

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

Be a role model for pupils and colleagues in terms of behaviour and attitude

Be punctual and professional at all times

Maintain confidentiality

**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

**1. EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING**

**Essential**

Competency in written and oral English and maths to GSCE Grade C minimum or equivalent

**Desirable**

Successful completion of a course of study in relation to child development or education eg

N.V.Q. in Childcare and Education or equivalent, DCSF four day training programme

A current first aid qualification

**2. EXPERIENCE**

**Essential**

Experience of working as part of a team

**Desirable**

Experience of working with children and families in a school setting

**3. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS**

**Essential**

Knowledge of child development

The ability to communicate effectively both orally and in writing.

Good personal organisation e.g. time management

Ability to work independently and as part of a team

Ability to show initiative in a range of situations

Ability to work with tact and diplomacy

Ability to interact positively with pupils, parents and colleagues

**Desirable**

Good I.C.T. skills

Knowledge of the National Curriculum and the curriculum for the Foundation Stage

**4. PERSONAL QUALITIES**

**Essential**

Commitment to support the Christian ethos of the school

Confidence, warmth, sensitivity, reliability, and enthusiasm.

Ability to communicate effectively with children and young people.

Good interpersonal skills.

**5. EQUAL OPPORTUNITIES**

**Essential**

Commitment to equality of opportunity for all regardless of gender, disability, religion, and

ethnic origin.