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**Job Description**

**Designation:** Teaching Assistant

**Responsible to:** Assistant Headteacher

Grade: Medway NJC Payscale D2 (4-11)

**Hours:**  32.5 per week / 38 weeks per year

**Core hours of work:** Between 8:20am and 3:20pm

**Purpose**

To support the teachers in the teaching and welfare of the children to attain the targets set in their personal learning. There is a requirement to work with all children including those with statements and additional educational needs throughout the Key Stages.

**Accountability**

* Provide teaching support to individuals or groups of pupils as required by the AHT (Inclusion) and/or class teacher to:
* Monitor their learning and address difficulties encountered
* Promote independent learning and reaching of targets set
* Take intervention groups and work with children through a set period to raise attainment and achievement
* Assist in the drawing up and undertaking of specific programmes, either in intervention groups or within the classroom to ensure delivery of individual’s targets.
* Raise self-esteem and promote positive behaviour patterns and discipline in working with pupils to assist their education and growth.
* Prepare materials to ensure efficient and effective teaching of specific children or groups of children.
* Assist the AHT (Inclusion) and class teachers with displaying pupils’ work.
* Undertake playground supervision to ensure the continued safety and welfare of pupils, including first aid duties with appropriate first aid training.
* Accompany pupils/ teachers on educational journeys/ on or off site activities during allocated working hours, ensuring pupils are supervised as required and working under the direction of the teacher in charge.
* Take part in the academy’s Performance Management procedures in order to identify strengths and undertake relevant professional development to meet individual and academy needs.
* Undertake such administrative tasks/ duties as; collecting money, bulk photocopying, producing class lists, processing pupil assessment data, coordinating standard letters.
* To carry out duties that the Head Teacher may from time to time require.
* To undertake relevant behaviour management training and follow the academy’s behaviour management policies.
* In an emergency, the Teaching Assistant may be requested to supervise the class for a short period of time in the teacher’s absence.
* As a member of staff, all Teaching Assistants will have responsibility for the consistent implementation of the academy’s policies and procedures, including Child Protection and Health and Safety requirements

**Personal Specification**

To be able to demonstrate:

* A Good standard of education (A level, with one in a core subject of English, Maths or a Science subject and GCSE Maths and English Grades A-C or equivalent)
* NVQ Level III Teaching Assistant or equivalent
* Empathy and understanding with pupils of all ages
* Excellent behaviour management strategies
* Excellent organisational and inter-personal skills
* Effective positive working relationships with staff to ensure pupils’ needs are met
* Systematic and methodical approaches to monitoring provision and record keeping
* Ability to work on own initiative
* Understanding of the basic principles of assessment for learning

**Organisation**

The post holder will:

* Assist Class Teachers with administration tasks to ensure the effective education of the pupils.
* Support class teachers in identified administration tasks such as collecting money, putting up displays, photocopying and preparation of resources.
* Undertake and keep updated with Team Teach (2 days) and First Aid training provided by the academy.

**Working Environment:**

The post holder will be based within the academy buildings either within a classroom or using a shared area when working with children.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_