# Job description: Teaching Assistant

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| **Location** | Boston West Academy |
| **Contract term** | Permanent |
| **Pay range** | 3 points 6 to 9 (LCC pay scale) |
| **Reporting to** | SENCO / Teacher |

## Job purpose

To work with children having special or particular needs, and\or groups of children as directed by the teacher. To provide support to the teacher across a range of child centred activities to promote child development and learning.

## Main duties and responsibilities

**School Related:**

* Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
* Assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g phonics.
* Participate in the preparation of the classroom.
* Monitor children’s needs and reporting these to a designated person.
* Keep records as required by the school.

## Child Related:

* Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
* Support those with special needs.
* Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
* Assist with the movement of children in and around the school.

## Management of People

## Supervision of People: No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.

* **Creativity and Innovation:** Required to be creative when assisting with planning of activities.
* **Contacts and Relationships:** Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.

**Decisions**

* **Discretion:** The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
* **Consequences:** Any errors should be easily identified and rectified.
* **Resources:**Learning resources.

**Work Environment**

* **Work Demands:** Subjected to conflicting priorities due to curriculum and care needs.
* **Physical Demands:** Subjected to considerable physical demands due, for example, to height of furniture.
* **Working Conditions:** School-based and may be required to undertake reasonable duties of a personal nature.
* **Work Context:** Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.

**Knowledge and Skills**

* Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.
* Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.
* Desirable for applicant to have British Sign Language to Level 3 or willing to train in readiness for start of position.

**General**

* **Job Evaluation:** This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by Anthem Schools Trust.
* **Other Duties:** The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* **Equal Opportunities:** The postholder is required to carry out the duties in accordance with Anthem Schools Trust Equal Opportunities policies.
* **Health and Safety**: The postholder is required to carry out the duties in accordance with Anthem Schools Trust Health and Safety policies and procedures.

*This job description will be supported by the school development plan which will identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

# Person specification: Teaching Assistant

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| **Qualifications and training** *Evidenced through: Application* | **Essential** | **Desirable** |
| GCSE Maths and English or equivalent | P |  |
| Previous experience of working with children | P |  |
| Knowledge of first aid |  | P |

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| **Experience/employment record** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| Understanding of matters relating safeguarding of children in terms of their health, safety, welfare and mental wellbeing | P |  |
| An awareness of matters relating to the confidentiality of information in relation to pupils, parents/carers and colleagues | P |  |

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| **Personal qualities** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| The ability to converse at ease with members of the public and provide advice and information in accurate spoken English | P |  |
| Ability to work as a member of a team | P |  |
| Ability to work flexibly, understanding information concerning the functions of the school | P |  |
| Ability to undertake supervision of children in a professional environment to ensure management of their behaviour | P |  |
| Ability to be organised and prioritise between conflicting demands  | P |  |
| An ability to display positive social skills and encourage good behaviour in pupils | P |  |
| Understanding and commitment to the Council’s Equal Opportunities policy | P |  |
| Verbal and written communication skills appropriate to the need to communicate effectively with pupils, parents/carers and colleagues | P |  |
| Sound interpersonal skills to establish constructive working relationships with pupils, parents/carers and colleagues | P |  |