



## Teaching Assistant Job Description

**Responsible to:** Co-Headteachers

**Line manager:** Assistant Headteachers/SEN team

**Purpose:** To support all children with their learning under the direction and guidance of class teachers and the leadership team

### What the post requires

A Teaching Assistant (TA) at **Oak Green School** works alongside a Class Teacher and other Support Staff, to support the learning of the whole class and provide assistance in the classroom. This will involve working with the whole class, with individuals or small groups of children, planning and assessing learning with teaching staff, undertaking lesson and classroom organisation and preparation, the care, supervision and welfare of children, class administration and other associated activities.

### Liaison with:

- Class teacher
- Other support staff in the year group and across school
- SEN team, Assistant Headteachers (AHTs), Deputy Head (DHT) and Co-Headteachers (HT)
- Other support staff, including outside agencies if required

### Duties and responsibilities

#### Supporting the pupils and Class Teacher:

- To work as part of the school team to support the progress of all pupils
- To support pupils' learning by contributing effectively and confidently to classes, modelling with the Class Teacher, how to learn
- To support learning in all subjects
- To provide support for the whole class, small groups or specified individual children
- To monitor pupils' participation and progress, providing assessment feedback to teachers and other professionals
- To liaise on a daily basis with the Class Teacher on the programme for the lesson/day/week and how pupils are accessing activities and programmes
- To support scaffolded work for specified pupils and to make and/ or modify resources as required
- To foster independence in learning for children identified as having additional needs (e.g. SEND)
- To bring to attention any needs, difficulties, problems identified whilst working with children
- To use technology and common ICT programmes for pupils' benefit

- To support interaction and communication in the class
- To give feedback to pupils as they learn, positive reinforcement, praise and reward
- To support pupils with any educational, emotional and/or behavioural difficulties in line with school Positive Behaviour Policy, including praise and rewards
- To organise and maintain an inclusive and attractive learning environment across the whole school environment, indoor and outdoor
- To prepare for practical, creative, recreational activities and the use of specialised equipment.
- To prepare classrooms and areas for use, setting out equipment etc.
- To put away materials after use and ensure classrooms and associated areas remain safe and tidy.
- To assist with the general management and organisation of children, e.g. assemblies, between lessons
- To facilitate play and provide support during unstructured times of the day, e.g. play and lunch times
- To assist with planning, organising and supervising educational visits and trips
- To make or modify resources as suggested by the SEN team, Educational Psychologist or other outside agencies
- To assist children with if/as required with personal hygiene (toileting) in line with school policy

#### **Supporting the school:**

- To have regard to the safeguarding procedures of the school at all times
- To maintain confidentiality and sensitivity to pupil's needs
- To support the class teacher to work with parents and strengthen links between home and school
- To participate in relevant professional development (CPD) as appropriate and attend relevant training and meetings in order to keep up to date with developments in the school curriculum and safety
- To participate with the school's appraisal (performance management) process
- To understand and apply the school policies on learning and behaviour
- To make a positive contribution to the wider life of the school and promote the positive image of the school within the local community
- To maintain a supportive and positive relationship with all colleagues
- To ensure Health and Safety regulations are complied with at all times
- To provide with support care/basic first aid - as directed and when necessary, in line with school policy and arrangements.
- To carry out duties as directed by the Class Teacher or school leaders
- To undertake such other duties as reasonably required by the Co-Headteachers
- To foster links between home and school

*Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, within the Buckinghamshire pay grade. It is not a comprehensive list of all tasks that the postholder will carry out.*



## Teaching Assistant Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>GCSE Maths and English C grade or equivalent</li> <li>Some knowledge of how pupils learn</li> <li>Some knowledge of curriculum</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Some experience in the care and/or education of children</li> </ul>	<ul style="list-style-type: none"> <li>Some experience of working in an educational setting</li> <li>Some experience of running specific programmes</li> <li>Some experience of working with children and young people with a range of special educational needs/behaviour/EAL</li> </ul>
<b>Professional skills and experience</b>	<ul style="list-style-type: none"> <li>Able to be flexible/ work across classes</li> <li>Demonstrate good spoken communication/ Standard English</li> <li>Demonstrate good reading and written English</li> <li>Demonstrate good maths skills</li> <li>Able to communicate effectively with pupils, parents, other professionals etc</li> <li>Commit to relevant training</li> <li>Able to contribute to the support of children in areas of personal and educational development</li> </ul>	<ul style="list-style-type: none"> <li>Understand how children learn and how their individual needs may be assessed and met</li> <li>Understand how to motivate, enable and engage pupils with their learning</li> <li>Have knowledge and understanding of social, cultural and physical needs of pupils</li> <li>Be able to demonstrate good knowledge of using ICT to support learning</li> </ul>

	<ul style="list-style-type: none"> <li>● Demonstrate appropriate role models of behaviour both in the classroom and around the school</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>● Able to contribute constructively to and work effectively as a member of a team</li> <li>● Adaptable, flexible and solution driven</li> <li>● Passion and enthusiasm</li> <li>● Positivity, commitment and hardworking</li> <li>● Confidentiality</li> <li>● Calm, caring and patient</li> <li>● Have commitment to safeguarding and promoting the welfare of children and young people</li> <li>● Be able to show common sense and take initiative, make decisions and willingness to accept direction</li> </ul>	<ul style="list-style-type: none"> <li>● Have the ability to manage own time effectively</li> <li>● Be able to demonstrate knowledge of planning and prioritising tasks in a busy inclusive education classroom</li> <li>● A sound primary school philosophy that values the whole child</li> </ul>