

Teaching Assistant - Job Description

Reports to: Head of School

Date: January 2023

Grade: Range 3

Job Purpose

Support the class teacher and the pupils in the teaching and learning activities, ensure the safety and well being of the children to ensure they achieve their best.

Duties and responsibilities:

- To be an active and enthusiastic member of the class team, working with all children in the class to build positive relationships
- To work as part of class team collaborating to provide general and specific assistance to pupils, across the whole curriculum, supporting their learning, physical and emotional well-being under the guidance and supervision of the class teacher.
- To assist and support the teaching team in the social and emotional development of the children;
- To deliver learning activities and interventions under the professional direction and supervision of a class teacher or other member of the class team, scaffolding and supporting learning to suit the needs of the pupils (depending on experience).
- To assist the teacher with evaluation of all support and where appropriate, interventions. Monitor children's progress and provide accurate feedback. Any marking of children's work must be done in accordance with the Trust's marking policy.
- To read to children and hear children read.
- Proactively address behaviour management in line with policy to ensure all children can learn.
- To report conversations with parents to the class teacher in order that all necessary information is recorded on the system and recording any safeguarding concerns raised.
- To support or lead the class during PPA as agreed, following plans and liaise with teacher where needed
- Liaising with class teacher to ensure all resources required are available and put away correctly.
- To assist and support the teaching staff in the educational and curricular activities, as set out in the policy statements and work schemes;
- To meet deadlines and keep all paperwork up to date, with accurate spelling and grammar, ensuring that all records are objective focused.
- To assist children with changing and outerwear, if necessary, changing for PE activities, and to tender to any child's hygiene needs, in line with policies as needed.
- To undertake other administrative jobs to support children's learning.

General duties:

- To help promote positive behaviour, Trust's and school ethos and values;
- To be committed to the safeguarding and welfare of all children;

- To show commitment to Equal Opportunities (Equality Act 2010) to all children and adults in the Trust;
- To work with colleagues in ensuring efficient and responsible use of resources and equipment;
- To take part in any reasonable activity as directed by the Head of School
- To accept joint responsibility with others, who work in the Trust, for the general appearances of the building's interior appearance, including general tidiness and displays;
- To maintain good housekeeping of the classroom and adjoining area by the preparation, removal and cleaning after practical educational activities;
- To respond to children's health, safety and welfare needs (informing another member of staff when appropriate) and to carry out some 'janitorial' duties on a regular basis and respond appropriately, if any special need arises;
- To follow all Trust and school specific policies;
- To work together collaboratively and professionally, being diplomatic and tactful;
- To be a good role model in speaking and listening, using correct grammar;
- To report any concerns directly to the class teacher or other members of the Senior Leadership Team.
- Help keep the children safe
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times
- Provide effective support for other colleagues, and promote the effectiveness of the teams in which you work
- Support the use of and use information technology effectively to support teaching and learning
- Support pupils wellbeing and resilience
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

CPD

- Engage in CPD
- Reflect on your practice and develop yourself professionally
- To continue with own professional development, that will be supported by the Trust, such as attending training, and implementing new skills and knowledge in the classroom.

Person Specification		
Education	Maths and English GCSE grades A*- C	Essential
	Good standard of general education (i.e. NVQ level 2 or equivalent) together with proven good numeracy and literacy skills.	Essential
	Hold a Learning Support qualification at NVQ level 2 or above (or equivalent)	Desirable
Experience	Previous experience (1-2 years) of working with children	Desirable
Skills and abilities	<ul style="list-style-type: none"> • To like children and want to support all children to achieve their best • To be able to use their initiative and work independently, as well as part of the team. • To be responsive to children's needs in order to support them effectively. • To be flexible and adaptive. • Good influencing skills to encourage pupils to interact with others and be socially responsible. • Effective use of basic technology such as a computer and photocopier 	Essential
Skills and abilities	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. • Behaviour management skills. • To possess basic understanding of how children develop and learn. • Effective use of Microsoft Office 365 	Desirable

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually or when necessary.

Declaration

I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

Signed:Teaching assistant Date:

Signed: Headteacher Date.....