



Botley School - Teaching Assistant Position

Grade 4



Job Description

Main Tasks

- 1 Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
- 2 Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to
- 3 Encourage pupils to interact with each other in an appropriate and acceptable manner
- 4 Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
- 5 Help pupils with toileting and dressing, paying particular attention to hygiene if required
- 6 To supervise the children's play involving toys and apparatus and role play under the direction of the teacher
- 7 To assist with language and numeracy and other daily activities under the direction of the teacher/SENCo
- 8 To supervise and lead the support activities of individual and groups of children under the direction of the teacher/SENCo
- 9 To undertake playground supervision during the mid-morning and/or afternoon breaks and to manage behaviour positively and, where necessary, report difficulties to a member of the teaching staff
- 10 Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- 11 Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities
- 12 To liaise regularly with the teacher and/or take part in planning meetings, inset/training days and any other meetings as required
- 13 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role
- 14 To assist in the recording of lessons and assessment as required by the teacher
- 15 To take part in training activities offered by the school and the local authority to further knowledge
- 16 To take part in such activities, including swimming and outings, as may be required
- 17 To abide by and work towards all the policies within the school e.g. Health and Safety
- 18 To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy,

Safeguarding

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment and to follow the policy and processes for child protection at Botley School.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification TA Role

Specification	Essential	Desirable	Method of assessment
Experience	<p>Working with children with a variety of abilities.</p> <p>Working constructively as part of a team.</p> <p>Establishing positive relationships with children</p> <p>Effective use of ICT to support learning.</p> <p>Can maintain trust and confidentiality where appropriate.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Knowledge of relevant polices/codes of practice and awareness of relevant legislation</p>	<p>Working with children with SEN</p> <p>Understanding of classroom roles and responsibilities.</p>	Application, interview and reference
Skills and knowledge	<p>Grade 4 or C grade GCSE or above, or equivalent qualification in English and Maths</p> <p>A basic knowledge of National Curriculum requirements for the age group</p> <p>A basic knowledge of Health & Safety requirements in a school environment.</p> <p>Commitment to and knowledge of safeguarding pupils.</p> <p>Good communication skills.</p> <p>Ability to demonstrate active listening skills.</p> <p>Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher</p>	<p>Awareness of SEN Code of Practice.</p> <p>Knowledge of relevant polices/codes of practice and awareness of relevant legislation</p>	Application, interview and reference
Personal qualities	<p>Ability to relate well to children and adults with a caring, positive attitude towards pupil welfare.</p> <p>Ability to act in a professional manner at all times and maintain personal presentation that sets high standards for pupils.</p> <p>Willingness to adapt and take on additional training in order to fully meet the needs of the pupils.</p> <p>Ability to maintain confidentiality on all school matters.</p> <p>Time management and organisational skills.</p> <p>Commitment to providing a high quality service.</p>		Interview and reference