

# Job Description and Person Specification



## Teaching Assistant: The purpose of the job is to

- Assist the class teacher in the delivery of the National Curriculum

## Duties and responsibilities

- Clarify and explain instructions
- Ensure children can use equipment and materials provided
- Motivate and support children
- Assist children with key areas, e.g. language, reading, spelling, handwriting, presentation
- Help children to concentrate on and finish work set
- Meet children's physical needs as required, while promoting independence
- Use initiative and liaise with teachers and other TAs to support children's learning
- Liaise with the class teacher and Inclusion Lead about individual provision plans, MSPs and EHCPs
- As specified by the class teacher, develop appropriate resources to support children
- Develop strategies to support the learning of all children and develop an understanding of the specific needs of individual children

## Supporting children's self-esteem, inclusion, and behavioural development

- Encourage an acceptance and inclusion of all children
- Develop methods of promoting / reinforcing the children's self-esteem and independence
- Provide individual supervision in and out of the classroom for children with challenging behaviour
- Establish a supportive relationship with children
- Reinforce the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- Supervise children on outings and school activities

## Provide physical / personal care to children where required

- Help with dressing / toileting / eating as needed
- Undertake physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

## Supporting the class teacher

- As directed by the teacher, adapt and interpret lessons and instructions to children
- In conjunction with the class teacher (and other professionals as appropriate, develop system/s of recording pupil progress and contribute to the maintenance of this record
- Provide regular feedback about children to the class teacher
- Ensure effective communication / consultation as appropriate with children's parents / carers
- Ensure cover supervision is in place where required by:
  - Supervising work
  - Managing children's behaviour
  - Responding to children's questions
  - Dealing with any emergencies
  - Collecting completed learning
  - Providing marking and feedback to children following the agreed whole school approach

## Supporting the curriculum

- Support the delivery of the English and Mathematics curriculum along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school



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## Supporting the school

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- Assist with setting up, storing, retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment
- Help to ensure the hygiene of the teaching environment in cases of sickness or soiling
- Ensure health and safety policies and practices, including risk assessments, are implemented as necessary
- Be fully aware of school policies, procedures, and practices
- Promote teamwork and ensure effective working relations

## Communication

- Communicate effectively with children
- Build and maintain strong relations with parents / carers and at times representatives of other agencies e.g., Health, Social Care

## Health and safety

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the Trust's behaviour policy
- Maintain current and accurate safeguarding records e.g. through CPOMS

## Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

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<b>TEACHING ASSISTANT</b>	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Competent to NVQ Level 2 standard in learning support or equivalent (or willing to achieve this)</li> <li>• Willing to pursue further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 standard in learning support (or equivalent)</li> <li>• A paediatric First Aid qualification (or willingness to achieve one)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Worked / volunteered within an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Worked within a primary school setting</li> <li>• Supported children with special educational needs</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Good knowledge of how to support learning and practical ideas how to achieve this</li> <li>• Understanding of responsibilities in relation to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Background knowledge of the foundation and National Curriculum</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Able to work in a way that promotes the safety and wellbeing of children</li> <li>• Excellent organisation and communication skills</li> <li>• Excellent consistent use of spoken and written standard English</li> <li>• Committed to good and productive working relationships with children, colleagues, parents, and the wider community</li> <li>• Flexible and responsive to changing demands with a positive attitude</li> <li>• Competent in the use of IT</li> </ul>	<ul style="list-style-type: none"> <li>• Where appropriate be prepared to undertake specific skills training to support the meeting of individual needs</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• High standards of personal organisation</li> <li>• Resilient, passionate, and hard-working</li> <li>• Able to build trust and mutual respect between children, families, and staff</li> <li>• A cheerful disposition and good sense of humour</li> <li>• Energetic, warm, and caring</li> <li>• Follow direction and use initiative</li> </ul>	