

Mary Swanwick Primary School

Teaching Assistant Job Description

**TEACHING ASSISTANT JOB DESCRIPTION**

**POST:** Teaching Assistant

**GRADE:** 7

**HOURS:** 28 Hours (8.30am-12.30pm daily, plus 1.30 – 3.30 – 4 days TBC)

**RESPONSIBLE TO:** Headteacher

**LIAISON WITH:** All school staff

 Parents

 Advisory staff

 All professional staff involved in the education and care of children

**FUNCTION:**

* To help close the attainment gap between individual pupils, and groups of pupils and their peers.
* To support access to learning for children and young people and provide support to the class teacher/senior staff in the management of children and young people in the classroom or any setting where teaching and learning takes place.

**MAIN DUTIES AND RESPONSIBILITES**

In conjunction with the Headteacher and SENDCO and other team members, to ensure appropriate support exists for all pupils within a particular school situation.

To work in all areas of the curriculum, where needed, to help pupils improve their level of understanding and achievement (social, behavioural, academic etc).

Organising and running specific groups and interventions designed to support learning development.

To contribute towards progress meetings, providing evidence of impact.

To remain up-to-date with personal training and new initiatives.

To be responsible for disseminating their training to other TA’s and teachers as appropriate.

To assist with the personal hygiene, toileting and mobility and social skills within the establishment.

General care and supervision of children during the school day including break and lunchtimes.

Where appropriate keeping observational records of a child’s development and progress.

To develop a good relationship with parents and other professionals involved in supporting particular children.

To assist with resolving the behavioural and emotional problems of children under the direction of senior staff and in line with school policy.

To participate in the implementation of programmes set by therapists and psychologists.

To assist the Teacher to mount and display work/information for children and adults.

To participate at and in preparation for school events within normal working hours.

To accompany pupils and teachers on educational visits

With the support of the SENDCO offer 1:1 support through specialised programmes.

To support staff in completing the schools SEND assessment strategy.

To participate in the school appraisal system

To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job



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Teaching Assistant Person Specification

**Person Specification: Teaching Assistant Grade 7**

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|  | **Essential Requirement**  | **Desirable** | **Method of Assessment**  |
| **Qualifications**  | * A satisfactory DBS clearance.
* NVQ 2 qualification or equivalent
* Be prepared to attend any relevant courses and training
 | * Appropriate first aid training
* Food and Hygiene Certificate
 | Application form DBS clearance |
| **Job Related Competencies**  | * Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils.
* Ability to motivate pupils
* Ability to support the processes and procedures for pupils learning.
* Ability to work at own initiative and as part of a team.
* Ability to work in a flexible and responsive way with tact, discretion and confidentiality.
* Ability to relate well to children and adults.
* Ability to use ICT effectively to support learning.
* Ability to work under pressure
* Excellent communication skills
* A good sense of humour!
 |  | Application form and interviews  |
| **Knowledge**  | * Knowledge of a range of strategies to promote good behaviour.
* Awareness of confidentiality issues linked to home/pupil/teachers/ school work
* Understanding of principles of child development and learning process
 |  | Application form and interviews  |
| **Experience**  | Experience of working with children of relevant age  | Application form and interviews  |