

Teaching Assistant

Grade 1

Job Description

Purpose of the role

To support the classroom teacher with their responsibility for the development and education process by providing care to children, including those who have physical, emotional and special educational needs, by utilising a good standard of practical knowledge and skills. Under the direction and control of the classroom teacher or designated supervisor:

- Supervise the learning of individuals or groups of children to ensure their progress and safety whilst facilitating their physical and emotional development.
- Undertake the necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional needs.
- To monitor individual pupil's progress and achievements and report these to the designated supervisor as appropriate. Actively engage in the predetermined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.

Key Result Areas

Under the direction and control of the Classroom Teacher:

- Build positive relationships with the children – take an interest in them.
- Assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the expectations of the curriculum and individual needs of pupils and students.
- Carry out appropriate activities as planned within the classroom or with groups of pupils.
- Display and present children's work.
- Take responsibility for visual aids.
- Prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- Prepare resources for lessons and activities.
- Assist with the physical manipulation of objects and equipment.
- General supervision, counselling and discipline of children and students, within the procedures of the school.
- Assist the teacher in liaising with parents and professionals such as speech therapists.
- Assist at an appropriate level with the provision of general care and welfare of children including: (i) assisting with children's injuries and where qualified, administering basic first aid; (ii) to assist with the identification and monitoring of children's general health and welfare.
- Help the teacher with tasks.
- Listen to child read.
- Support children to be independent by helping them with tasks.
- Answer questions from pupils.
- Provide support for the English and Maths strategies.
- Assist with supervision of children within the school.
- Assist the pupils to access the normal routines of the classroom.

- Preparation or modification of the work for the children under the direction of the class teacher, and supporting children in carrying out this work.
- Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhere to and maintaining school routine and codes of conduct.
- Support the ethos of the school.
- Assist with the support of group activities within and away from the classroom, i.e. P.E., educational visits, forest school.
- Ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Any other task deemed appropriate and reasonable.
- This list below is not exclusive or exhaustive, and the school may require the job holder to undertake additional duties commensurate with the level of the role.

Responsible to: Class teacher or designated lead

Employee Supervision: None

Knowledge, experience and skills:	
E = Essential	D = Desirable
Experience	<ol style="list-style-type: none"> 1. Experience of working in a school or similar setting. 2. Ability to use ICT effectively.
Knowledge	<ol style="list-style-type: none"> 3. An understanding of how children develop and learn. 4. An understanding of how to keep children safe
Skills	<ol style="list-style-type: none"> 5. Good communication skills, both written and verbal. 6. Able to work independently and manage time efficiently. 7. Able to work as part of a team and to communicate effectively with staff at all levels. 8. Able to liaise with staff to ensure children's needs are met. 9. Warm and caring personality, friendly and able to relate well to children and adults. 10. Commitment to equal opportunities for all. 11. Able to stay calm under pressure. 12. Ability to actively engage in the learning activities at a basic level and to assist in the personal and individual development of individuals or groups of pupils.
Qualifications	<ol style="list-style-type: none"> 13. Specific training in interventions. 14. Commitment to all CPD offered.

Behaviours and expectations:

All staff members are expected to adhere to and promote professional standards including the Trust and SPP's code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the SPP's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.