



Parmiter's School

Job Description

Post: Teaching Assistant

Salary: H4 + fringe allowance

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A Teaching Assistant will, under the guidance of the Curriculum Support leadership and teaching team, support individual students with special educational needs to access the curriculum by assisting them to overcome barriers to learning in mainstream classrooms.

A Teaching Assistant will:

- Have a basic understanding of how children develop and learn.
- Have a good, up-to-date, working knowledge and understanding of a range of teaching, learning and behaviour management strategies and the barriers to learning that students may experience.
- Know how to contribute to effective personalised provision, understanding how to adapt activities and experiences so that all students can participate in learning and make progress.
- Support students with access arrangements in public exams, acting reader or scribe as appropriate.
- Invigilate internal assessments and examinations, acting as reader or scribe as appropriate.
- Show enthusiasm and energy in working to develop students' learning skills.
- Be prepared to reflect on and develop practice by improving knowledge and responding to advice and feedback.
- Maintain close liaison with class teachers concerning lesson objectives/outcomes and student progress in meeting them.
- As key worker, liaise with subject teachers, form tutors, pastoral staff and parents/carers to support progress. Support the implementation of suggested strategies by external specialists.
- Monitor and evaluate students' progress and maintain student records.

- Use student profiles, reports and data to inform effective support across the curriculum.
- Contribute to the documentation involved in the annual review process and attend the annual review meetings.
- Complete the review documents with key students when profiles and targets are updated.

Personal Development

- To **participate in** and **contribute to** department meetings.
- To engage in and build on positive **working relationships** within the department and throughout the school.
- To reflect and act on **feedback** and undertake relevant CPD and training as identified.
- To attend departmental and school briefings and meetings
- To undertake **annual review** in line with the school's Appraisal Policy for Support Staff.

Promotion of the department

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To promote, advocate and follow all **school policies**.

Within this job description, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Person Specification

			Evidenced by	
	Essential	Desirable	Application	Interview
Qualifications	GCSE or equivalent level, including at least a Grade 4/Grade C in English and Mathematics	*Safeguarding *Prevent *First Aid *training will be provided	✓ ✓ ✓	
Previous work experience	Experience of working with children/young people	Experience of working in a school environment or other educational setting Experience planning and delivering learning activities	✓ ✓	
Professional skills & knowledge	Excellent written and oral skills Active listening skills Good ICT skills, particularly using ICT to support learning Ability to build effective working relationships with young people and adults Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and students The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Understanding of roles and	Experience of MS Office and Google	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓

	responsibilities within the classroom and the whole school context			✓
	Understanding of data protection and confidentiality			✓
Personal Qualities	Promoting the values and ethos of the school			✓
	Enjoyment of working with children			✓
	Sensitivity and understanding, to help build good relationships with students			✓
	Commitment to obtaining the best outcomes for all students			✓
	Resilient, positive, forward-looking and enthusiastic about making a difference			✓
	Ability to inspire, motivate and challenge students			✓
	Commitment to safeguarding students' wellbeing and equality			✓