

INCLUSIVE | MULTI ACADEMY TRUST

TEACHING ASSISTANT JOB DESCRIPTION

Employment details

Job Title:	Teaching Assistant
Grade:	3 to 6
Reports To:	Class Teacher / Phase Leader / Headteacher
Job Purpose:	To work with teachers as part of a professional team to support teaching and learning, providing general and specific assistance to pupils and staff in classroom and outdoor activities, under the direction, guidance and direct supervision of the classroom teacher.

Main duties and responsibilities

Work with individuals, small groups or key worker groups inside and outside of the classroom under the direction of teaching staff.
To keep and update accurate developmental records as required - feedback, observations, books, learning journals, information, data and reports.
Support pupils to understand instructions, support independent learning and inclusion of all pupils.
Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
Plan and evaluate specialist learning activities with the teacher.
Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
Support the teacher in monitoring pupil conduct and behaviour management and keeping pupils on task.
Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
Select and adapt appropriate resources/methods to facilitate agreed learning activities.
Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, outdoor learning environment, playground, dining areas and on off site educational visits.
Work with pupils not working to normal timetable.
Establish and maintain relationships with families and carers and other adults.
Escort and supervise pupils on educational and out of school activities.
Support the development/oversee the work of other support staff.
Be responsible for the preparation, maintenance and control of stocks of materials and resources.
Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
Consistently and effectively implementing agreed behaviour management strategies.
To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • NVQ level 2 in numeracy & literacy (or equivalent) • Relevant NVQ Level 3 (if in EYFS) • Level 1 Safeguarding • Willingness to undertake CPD • Current DBS 	<ul style="list-style-type: none"> • Previous experience of working with children • Experience of working as part of a team
Knowledge and skills	<ul style="list-style-type: none"> • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Computer literate and proficient (E mail, word processing, spreadsheet) • Understanding of the School ethos and values • Effective oral and written communication skills 	<ul style="list-style-type: none"> • First aid skills • Pediatric First Aid (if in EYFS) • Working knowledge of social media • An understanding of how a pupil's learning develops • A passion for and understanding of the principles of nurture • Proficient with school online systems: SIMS, CPOMS
Personal qualities	<ul style="list-style-type: none"> • High standards in your attendance and punctuality • Ability to work in a team • A flexible approach • Problem Solving • Active Listening • Organised • Motivated to support children • Managing Relationships • Resilience • Possess high levels of emotional literacy • Approachable and nurturing personality • Enthusiastic and positive attitude 	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Good sense of humour • Community facing

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

Teaching Assistant:	Line manager:	Date:
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