

### **Teaching Assistant**

The post of Teaching Assistant is to enhance the children's opportunities to learn and develop intellectually, socially and emotionally. Teaching Assistants will follow the school policies and practices under the direction of the class teacher.

#### **Responsibilities and Duties**

To understand that teaching and learning is founded in good relationships and demonstrating this by the following:

- Supporting and developing a good working relationship with the class teacher(s) with whom you work.
- Supporting the class teacher in the education and care of the children.
- Establishing and maintaining good relationships with the pupils and people who make up the school community.
- Supporting the individual needs of special needs children
- Being flexible and adaptable.
- Working co-operatively and being an asset to the whole school team.
- Work with external professionals as necessary
- Being a good listener.
- Attending to children's general welfare (including basic First Aid, personal needs and personal hygiene).
- Undertaking institutional duties.
- Being conversant with the Emergency Procedures, including the school's Fire Drill.
- Preparing materials for use in the classroom and tidying up after use.
- Attending training sessions and courses.
- Attending all relevant Key Stage planning meetings.
- Attending all school "diary" meetings.
- Attendance at professional training days (non-pupil days) in accordance with the current school policy.
- Carrying out associated clerical duties.

#### **To enable effective learning to take place by the following:**

- Assisting in preparing and maintaining a learning environment.
- Contribution to planning and evaluation.
- Being aware of health and well being.
- Being aware and having an understanding of learning needs.
- Being aware of how pupils learn and factors that effect learning.
- Being aware of school policies as set out in the staff handbook and policy files.

#### **To be able to manage, organise and deliver a lesson for individual groups in collaboration with the class teacher by the following:**

- Showing awareness of the primary curriculum at a level that will assist the teaching and support learning of basic subjects and familiarity with the requirements of the core subjects in the National Curriculum.
- Identify and respond appropriately to individual differences and needs and to be able to maintain their interest and motivation in consultation with the class teacher.

**To have an awareness of the teaching and learning process and be able to apply that knowledge by the following:**

- Making decisions about the most appropriate learning goals and teaching strategies for individual groups with teacher guidance.
- Planning and delivering assessment tasks and undertaking formative and summative assessments with the guidance of the class teacher and developing a range of skills such as observation, instruction, questioning, testing and challenging.
- Being able to record findings to children and staff appropriately.
- To manage support effectively.

**Be able to manage pupil behaviour in a way that enables effective learning to take place by the following:**

- Setting out clear expectations for pupils behaviour.
- Having an understanding of the effect of the emotional development, social and physical state of the child and how it effects their learning.
- To be clear about positive motivation and its effect on self esteem.
- To employ a range of strategies to maintain expected standards of behaviour.

The First Federation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A DBS disclosure is required for this position.

**Person Specification: Teaching Assistant**

<b>Aspect</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Evidence of relevant training and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Evident of further relevant education qualifications linked to post</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with or caring for children of relevant age.</li> <li>Experience of working within a team.</li> </ul>	<ul style="list-style-type: none"> <li>2+ years recent experience in a primary school</li> <li>Experienced in positive behaviour management strategies.</li> <li>Experience of working with small groups of children.</li> <li>Experience of teaching phonics in small groups from Phase 5 onwards.</li> <li>Experience of working 1:1 with pupils</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
<b>Communication skills</b>	<ul style="list-style-type: none"> <li>The ability to communicate clearly and sensitively and take into account, where appropriate, the view of others.</li> <li>Honour confidentiality.</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>Self Management Skills</b>	<ul style="list-style-type: none"> <li>Prioritise and manage time effectively</li> <li>Work under pressure and meet deadlines as needed</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>High motivation and ability to use personal self evaluation in order to become more effective.</li> <li>Reliability and integrity,</li> <li>Establish a positive rapport and relationships with staff and pupils.</li> <li>Adaptability to changing circumstances and ideas.</li> <li>Energy and enthusiasm.</li> <li>An ability to work hard but have fun.</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>

