



JOB DESCRIPTION

Job Title: Teaching Assistant	Grade/ Range: Grade 4 £18,426
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JOB PURPOSE

1. To provide practical support to the teacher/other teaching assistants and pupils
2. To consistently promote positive values, attitudes and behaviour
3. To support pupils in their learning and development in small groups or with individual pupils as directed treating them with respect and consideration
4. To help raise standards of achievement for all pupils
5. To encourage the social and emotional development of pupils
6. To encourage pupils to participate in all aspects of school life
7. To help pupils to become more independent
8. To promote the inclusion and acceptance of all pupils
9. to work with others accepting the distinctive nature and character of the school as stated in the Mission Statement

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher or Head Teacher:

A) Planning & Expectations

Working within schools policies and procedures to:

1. Promote equal opportunities for all pupils
2. To contribute to discussions, with the teacher and on the development of work programmes, work activities and support programmes for pupils
3. Contribute to the preparation of teaching resources/materials
4. Provide feedback to pupils and the teacher
5. Attend and participate in relevant meetings as required
6. To provide verbal feedback on pupils progress

B) Monitoring and Assessment

1. Support teachers in evaluating pupil's progress
2. Monitor pupils responses to learning and provide feedback
3. Contribute to maintaining records of pupils progress

C) Teaching and Learning Activities

1. Prepare classroom as directed for lessons and clear afterwards
2. Assist in the display of pupils work
3. Communicate effectively and sensitively with pupils to support their learning
4. Promote and support the inclusion of all pupils in the learning activities in which they are involved
5. Encourage good behaviour in line with the school's policy and procedures
6. Respond to equal opportunities issues as they arise by challenging bullying or harassment and reporting to the teacher as necessary
7. To assist with the supervision of, and encourage good behaviour amongst pupils
8. Safely manage the learning activities, the teaching space and resources within the school
9. To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
10. To help raise standards of achievement for all pupils

D) Professional Values & Practice

1. Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
2. Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
3. Be committed to raising the educational achievement of all pupils
4. Responsible for ensuring that the school's Safeguarding policy and procedure is adhered to and concerns are raised in accordance with this policy
5. Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
6. Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
7. Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
8. Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
9. To work with individuals or small groups under the supervision of the teacher

E) General

1. To maintain a safe environment for pupils, staff and visitors to the school
2. Supervise pupils off site on school trips and other external visits
3. To provide welfare support for pupils
4. Supervise pupils during break
5. Manage resources effectively
6. Assist with training/feedback training to colleagues

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Confident in literacy and numeracy skills 	<ul style="list-style-type: none"> • Relevant experience in a school setting
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Able to communicate effectively with children, parents and other staff • Able to motivate and encourage pupils • Awareness of child protection and bullying issues • Awareness of and willing to promote the schools social inclusion policies and practices • Able to use email, Outlook/Microsoft Office • Ability to use basic technology ie photo-copier, computer, video and digital camera 	<ul style="list-style-type: none"> • Experience of working with children with special needs
Work-related Personal Requirements	<ul style="list-style-type: none"> • Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Flexible approach to tasks • Firm, sensitive and effective approach towards behaviour • Willing to work as part of a team • Willingness to undertake training 	
Other Work Requirements	<ul style="list-style-type: none"> • Patient and resilient 	<ul style="list-style-type: none"> • Current driving licence