



Job description: Teaching Assistant

Location	The Deepings School
Contract term	Permanent
Full time/term time	Full time - Term time only.
Pay range	Grade 5 Point 12 - 15
Reporting to	Assistant Headteacher & SENCO

Job purpose

- To work with children and young people as directed, providing support to the headteacher and teacher across a range of child centred activities which promote child development and learning.

Main responsibilities

- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Be responsible for particular learning areas, including planning and preparation of activities and meeting appropriate deadlines.
- Assist with planning for school visits
- Contribute to the development of Individual Education Plans
- Be responsible for specialist equipment
- Help organise and participate in meetings with parents\carers.
- Assess identified pupils in and out of the classroom
- Prepare work programmes for groups of pupils for example literacy, numeracy.
- Note: tasks listed below in italics are those from a TA1 Job Description, which a person employed as a TA2 post may be expected to carry out.
- School Related - Assist with the planning and preparation of activities and preparation of the classroom, and in the delivery of local and national initiatives for example literacy and numeracy.
- Monitor children's needs reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant statements of special educational needs specific to the child.
- Promote development and learning (physical, emotional, educational, social), foster growth, self-esteem and independence. Observe and record development. Support those children with special needs.
- Carry out reasonable personal care and hygiene duties and administer basic first aid. Assist with the movement of children in a around the school.

- Required to act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Person specification: TA2

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
English GCSE (Minimum Level 4 or equivalent) Mathematics GCSE (Minimum Level 4 or equivalent) NVQ level 2 or equivalent Child protection and safeguarding training	✓	
NVQ qualification supporting teaching and learning First Aid		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Minimum 2 years working with children/young people in a learning environment Working with children/young people with SEND, social, emotional and behavioural difficulties Thorough understanding of safeguarding procedures Behaviour management techniques and procedures	✓	
Working in a secondary school setting		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. Confident Calm Adaptable	✓	



Competent IT user Responds positively to frequent change Organised Resilient Excellent communication skills – written and verbal Positive influence within a team Displays empathy to those facing barriers to their learning Genuine commitment to inclusion Able to quickly foster positive relationships with children and adults Positive ‘can do’ attitude Uses own initiative		
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