

## Job Description and Person Specification

<b>Role:</b>	Teaching Assistant
<b>Grade:</b>	Grade 2, Points 2 to 4
<b>Department:</b>	Teaching/Classroom Support
<b>Accountable to:</b>	Headteacher (or designated member of SLT)

### Position Overview

The role of our Teaching Assistant is to provide a high quality, interactive and memorable learning experiences for the children in our school. Working alongside an exceptional and supportive team of professionals, you will be relentless in the pursuit of excellence and your mission will be to make every day count for the children.

### Main Duties

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

#### Your core duties will be:

- Supporting children to grow, learn and develop in an environment rich with opportunities, high expectations and fun.
- Encouraging pupils to interact with others and engage in activities led by the teacher.
- Encouraging pupils to act independently as appropriate.
- Supporting the needs of every child, with the expectation that every child can and will succeed.
- Preparing the classroom environment as directed for lessons and assisting with the display of pupils' work.
- Being aware of pupil barriers to learning, progress, achievements and able to adapt activities as discussed with the class teacher.
- Supporting the teacher in managing pupil behaviour and supporting the needs of the children.
- Supporting pupils in their learning in all areas of the curriculum.
- Assist with the supervision of children at break times including lunchtimes.

### General Duties

- Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
- Appreciate and support the role of other professionals.
- Be aware of confidential issues linked to home, pupil, teacher, school, work and to keep confidences as appropriate.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- Be a positive influence on the climate and culture of the school and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager.

### Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
<b>Qualifications</b>		
A good standard of secondary education to GCSE level of equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
NVQ level 2/3 qualification for Teaching Assistant or appropriate to the Post	AF	
<b>Experience</b>		
Working or have worked with children in school or appropriate setting	AF	
Working as part of a team	I	
Experience of prioritising workload, time management and conflicting priorities	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Experience of the planning activities for children	AF	
Ability to suggest improvements to meet children's needs		I
<b>Behaviours</b>		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident at following through on tasks and resolving enquiries	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
<b>Skills</b>		
Ability to relate well to children	I	
Ability to communicate both orally and in writing with a range of different audiences	AF/AST	
Knowledge of EYFS/Primary curriculum	I/AST	
Ability to observe, monitor, record and make basic assessments about individuals progress	I	
Awareness of practices and procedures within education relating to the welfare and safeguarding of children	AST	
Knowledge of classroom roles and responsibilities	AF/I	
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	

Other		
Occasional work outside normal working hours - prior notice given		
Commitment to get stuck in with school and Trust wide activities		
Ability to travel to all Trust sites		