

## Teaching Assistant (TA)

<b>Job Title:</b>	<b>Teaching Assistant (TA)</b>		
<b>Salary:</b>	<b>GR3</b>	<b>Hours:</b>	<b>30 hours per week</b>
<b>Contract Type:</b>	<b>Term Time Only. Fixed Term and Permanent positions available.</b>		
<b>Reporting to:</b>	<b>Assistant Headteacher</b>		

### **Main Purpose:**

To provide

### **Duties and responsibilities**

#### **1. Support for Pupils (individually or in groups)**

- Support the activities of individuals or groups of pupils, providing 1:1 or small-group learning support in class or withdrawal situations.
- Establish and maintain positive relationships with individual pupils and groups, promoting their social and emotional development.
- Contribute to individual Education Plans and annual reviews as appropriate.
- Support pupils during learning activities, helping them access the curriculum and supporting their literacy and numeracy skills.
- Contribute to the health and wellbeing of pupils; support children with specific needs (e.g. sensory/physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties).
- Provide support for bilingual/multilingual pupils where appropriate to the focus of the role.
- Deal with the personal care needs of children where appropriate in line with the guidance of the Local Authority.

#### **2. Support for Teachers**

- Observe and report on pupil performance; contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour and to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short period in an emergency (normally less than a whole lesson, until the teacher returns or alternative arrangements are made) or for a very short period of planned absence.
- Undertake routine marking in line with school policy.
- Provide general administrative support (e.g. administer coursework, produce worksheets); undertake joint home visits as appropriate and in line with LEA policy.

#### **3. Support for the School**

- Support the development and effectiveness of teamwork within the school environment.

- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the post.

#### **4. Support for the Curriculum and Assessment**

- Support the use of information and communication technology in the classroom.
- Assist in the recording of lessons and assessment as required by the teacher.
- Monitor pupils' responses to learning activities and, where appropriate, modify or adapt activities as agreed with the teacher to achieve the intended learning outcomes.
- Carry out and report on systematic observations of pupils' knowledge, understanding and skills.

#### **5. Safeguarding and Professional Responsibilities**

- Uphold and promote the school's safeguarding policy at all times; report any concerns regarding child welfare immediately to the designated safeguarding lead.
- Adhere to and apply all school policies including health and safety, child protection, equal opportunities and behaviour management.
- Participate in training and other learning activities and performance development as required.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

#### **Employee responsibilities**

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Act as a visible and positive leader, modelling high expectations for attendance and behaviour across the Trust.
- Maintain the highest standards of professionalism and confidentiality in all matters relating to pupils, families and staff.
- Build and maintain positive working relationships with Headteachers, governors, external agencies and families.
- Participate in ongoing professional development activities and keep abreast of national developments in attendance, behaviour and inclusion.
- Undertake any other duties appropriate to the level of the role to support the strategic objectives of the Trust.

#### **Supervision received**

- Works under the direction of the Headteacher.
- Expected to exercise professional autonomy and judgement, prioritising strategic impact and raising standards across all schools.

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**Notes:**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other Headteacher.

This job description may be amended at any time in consultation with the postholder.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
<b>Qualifications</b>		
NVQ Level 3 or equivalent qualification in Supporting Teaching and Learning, or similar.	GCSE English and Maths (grades A*–C) or equivalent.	<b>A / C</b>
Evidence of continued professional development relevant to supporting teaching and learning.	Training in specific areas relevant to the school’s needs (e.g. communication and interaction, literacy or numeracy intervention).	<b>A</b>
<b>Experience</b>		
Experience of supporting children in a classroom environment, including those with special educational needs.	Experience of supporting typically developing children within a classroom environment.	<b>A / I</b>
Experience of using information technology to support pupils in the classroom.	Experience of contributing to individual Education Plans or supporting planned learning activities.	<b>A / I</b>
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	Experience of working in a school or similar educational setting.	<b>A / I</b>
Experience of supporting pupils with literacy and numeracy skills.	Experience of undertaking routine marking or providing feedback to pupils in line with school policy.	<b>A / I</b>
<b>Knowledge &amp; Skills</b>		
A good standard of education particularly in English and Mathematics.	Knowledge of the SEN Code of Practice.	<b>A / I</b>
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance, appropriate to the age and development stage of pupils.	<b>A / I</b>
Ability to establish positive relationships with pupils and empathise with their needs; demonstrate active listening skills.	Ability to use language and other communication skills that pupils can understand and relate to.	<b>A / I</b>
Ability to provide levels of individual attention, reassurance and help with learning tasks appropriate to pupils’ needs, encouraging them to stay on task.		<b>I</b>

Ability to consistently and effectively implement agreed behaviour management strategies; offer constructive feedback to reinforce self-esteem.	Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher.	<b>A / I / T</b>
Ability to monitor pupils' responses to learning activities and modify or adapt them as agreed with the teacher to achieve intended learning outcomes.	Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.	<b>A / I</b>
Ability to work effectively and supportively as a member of the school team.	Ability to assist in the recording of lessons and assessment as required by the teacher.	<b>I</b>
Ability to work within and apply all school policies (e.g. behaviour management, child protection, health and safety, equal opportunities).	Good IT skills, including the ability to use technology to support learning in the classroom.	<b>A / I / T</b>
<b>Personal qualities</b>		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.		<b>A / I</b>
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	Self-reliant and able to motivate self; embraces change well.	<b>I</b>
Ability to work under pressure and prioritise effectively.	Deals with difficult situations effectively.	<b>I</b>
Commitment to maintaining confidentiality at all times.		<b>I</b>
Commitment to safeguarding and the welfare and equality of all pupils; DBS Clearance required.		<b>I</b>