

## Job Description: **Teaching Assistant**

**Reports to: SENDCo**

**Pay Scale: TA Band 1**

**Working hours: 37.5 hours per week, term time only**

### **Job Purpose:**

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

### **Principal Accountabilities:**

#### **1. Support for children**

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

#### **2. Support for curriculum**

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum

#### **3. Support for teacher**

- Complete records and contribute to reports on pupil progress and development as directed.
- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

#### **4. Support for school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.

### **General Accountabilities:**

- Be responsible for one's own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

## Person Specification:

	Essential	Desirable
<b>Skills and Aptitudes</b>	<p>Ability to motivate pupils.</p> <p>Ability to communicate effectively with teaching staff and others.</p> <p>Ability to form good relationships with students.</p> <p>Excellent people management skills</p> <p>Ability to be confident and organised in the classroom environment</p> <p>Be confident in dealing with young people</p>	<p>ICT competency</p>
<b>Experience</b>		<p>Some experience in the world of education</p> <p>Some experience of working with young people</p>
<b>Education / Training</b>	<p>English and Maths to GCSE level or equivalent</p>	
<b>Other requirements</b>	<p>Reliability</p> <p>Energy and enthusiasm</p> <p>A calm manner when dealing with young people, individually and in groups</p> <p>Willingness to support and implement college policies and procedures</p>	