



## TEACHING ASSISTANT

### JOB DESCRIPTION

**RESPONSIBLE TO:** Assistant Headteacher/SENCO

**GRADE:** L2

**CONDITIONS :** 32.5 hours/week, 39 weeks/year

**PURPOSE OF POST:** Support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils.

**ORGANISATION CHART:**

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graph TD; A[Assistant Headteacher/SENCO/Manager] --> B[Teaching Assistant];
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#### PRINCIPAL RESPONSIBILITIES:

- 1 Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Contribute to the intellectual and social development of pupils and work with individual children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed. Prepare, maintain and deploy appropriate learning aids, materials and equipment.
- 2 Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
- 3 Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
- 4 Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed.
- 5 Under the direction of the SENCO/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils.
- 6 Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies e.g. managing their physical and personal care needs as directed by professionals. Assist in the supervision of children before and after school by collecting them from their transport in the morning and safely returning them to transport at the end of each day.



- 7 As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, etc.
- 8 Contribute to the order and cleanliness of the classroom environment. This may involve tidying the class, cleaning up spills, etc.
- 9 Any other ad hoc duties requested by the line manager commensurate with grade.

**Physical Effort:** The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

**Working Environment:** There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell.

#### DIMENSIONS:

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Classroom materials, equipment and resources

**Other:**

#### CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level could be deployed to support pupils for whom English is an additional language, to support named children with special educational needs (behavioural or medical), or generally.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)



**Teaching Assistant  
PERSON SPECIFICATION**

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in the care and/or education of children. Some experience of planning, monitoring and assessment of pupils' work. Some experience of working in an educational setting	1,2 1,2 1,2	Some experience of working with people with a range of special needs. Experience of working in a school environment is desirable for this post	1,2 1,2
Skills/Abilities	Able to contribute constructively to and work effectively as a member of a team. Able to work on their own initiative with parents/carers and the child's community within an agreed framework and set of objectives. Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.. Able to contribute to the support of children in all areas of personal and educational development. Able to keep accurate records. Able to support learning in numeracy at relevant Key Stage. Able to support learning in literacy at relevant Key Stage. Ability to converse and provide effective help or advice fluently in spoken English	1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2	Basic information technology skills, e.g. word-processing, databases, spreadsheets	1,2
Competencies	Able to demonstrate appropriate motivation to work with young people. Able to form appropriate relationships with young people. Emotional resilience in working with challenging behaviours Willingness to contribute to the support of children in all areas of personal development and	1,2 1,2 1,2 1,2	Appropriate attitudes to use of authority and maintaining discipline	1,2



	hygiene including toileting programmes			
Equality Issues	Able to recognise common forms of discrimination and to report this if detected. Some understanding of the issues in an urban multi-cultural context	1,2  1,2		
Specialist Knowledge			Some knowledge of how pupils learn. Some knowledge of curriculum requirements	1,2  1,2
Education and Training	Able to commit to relevant job training. National Occupational Standard Level 2, or equivalent, or working towards this. Willing to undertake First Aid training and to apply this in the school	1,2  1,2,4  1,2		
Other Requirements	Must be ISA registered/eligible for ISA registration	1,2		

( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

The Job-holder will ensure that the Chiltern Learning Trust and the School policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act
- (iv) Code of Conduct

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

CVs will not be accepted for any posts based in schools