

Job Description – Teaching Assistant



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Teaching Assistant

Reports to: Headteacher

Liaison with: Headteacher, Teachers, Hub Business Managers, School Administrators

The postholder will play an important role in supervising the activities of pupils during the teaching period and mid-day sessional break within the school, including both indoor and outdoor areas, ensuring a safe environment is maintained at all times.

To assist the Teacher/SENCO to promote pupils' academic, social and emotional development through the development and implementation of programmes of pupil work and support (individual and group) and in the provision of a stable, caring and supportive learning environment; to enable pupils to achieve their full learning potential and facilitate their personal, academic, social, spiritual and moral development.

The role may involve specific support to pupils with Special Educational Needs and Disabilities, both on a one-to-one basis and in groups, to pupils with disabilities, learning difficulties or behavioural problems.

Main Job Purpose:

1. To support the teaching and learning processes

- Promote pupils' academic, social and emotional development and assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
- Assist in the development, monitoring and evaluation of programmes of work.
- Assist teachers in timetabling of lessons and curriculum as required.
- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Deliver teaching individually and in groups through a range of tasks, mainly:
 - Motivate and encourage pupils to concentrate on and fulfil the tasks set;
 - Undertake learning activities with pupils of varying abilities to ensure access to the curriculum;
 - Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners;
 - Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
 - Focus support in areas needing improvement, both academic and social;
 - Support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning;
 - Contribute to the implementation of the National Curriculum and specific individual pupil targets and/or group targets.
- Assist the Teacher/SENCO in developing, implementing and managing individual/group pupil learning strategies aimed at the:
 - management of pupil behaviour;
 - establishing and maintaining of relationships with individual pupils and groups in support of pupils in learning activities;
 - inclusivity of pupils with identified SEN needs.

2. To support the assessment of pupils

- To contribute to the assessment by the teacher of pupil performance in maintaining records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
- To maintain data files, catalogue resources, maintain inventories, photocopy, record TV programmes and use IT systems for administration and educational purposes.
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress, both academic and social.
- Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
- To observe and comment upon pupil performance, conduct, behaviour and interaction with peer group and parents.
- To contribute to the planning and evaluation by the teacher of individual (and group) pupil learning activities.
- To assist in the supervision of tasks and tests / assessments as directed

3. To provide physical/personal care/supervision to pupils

- Provide care and supervision of pupils. This may include:
 - Appropriate supervision of pupils using cloakrooms, showers and toilet facilities.
 - Supervision pupils in playgrounds and when entering and leaving using school transport.
 - Escorting pupils to school or parental transport, home or to hospital as necessary and/or support in the integration/re-integration of the pupil.
- Assume sole supervision of groups of pupils. This may include whole classes for short periods in the absence of the teacher.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs.
- Work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- Undertake a key worker role when required.
- Liaise with parents and other professional agencies in support of pupil needs.

4. To contribute to the learning environment

- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, making basic visual aids, art and craft materials, mounting and displaying pupils' work.
- Monitor and support pupils/students/volunteers placed within the school on work experience programmes.
- Assist in the preparation for educational visits, and where appropriate accompany/supervise students undertaking off-site activities.
- Undertake collaborative professional learning.
- Contribute to the process of school self-review.

5. To fully comply with the Trust's safeguarding policy.

6. Additional duties

- Attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement.
- Where a current First Aid qualification is held, in the absence of other medical facilities:
 - Maintain First Aid equipment and materials and dispense medicines in accordance with school policy and Health and Safety guidelines;
 - Undertake First Aid
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Teaching Assistant



	Essential	Desirable	Assessed
Education and Qualifications	<ul style="list-style-type: none"> Competent to NVQ Level 2 standard in Learning Support Experience of working with children in an educational setting 	<ul style="list-style-type: none"> NVQ Level 3 standard in Learning Support Willingness to pursue further training 	Application Form Interview
Knowledge and Understanding	<ul style="list-style-type: none"> Good standard of practical knowledge of learning support needs and ways of meeting these Experience of working with children with a range of special educational and behavioural needs 	<ul style="list-style-type: none"> Recent relevant experience Background knowledge of the Foundation and National Curriculum and School's procedures and policies. 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Excellent organisational and communication skills Able and committed to establishing good and productive working relationships with a range of people including pupils, parents and colleagues Able to be flexible and respond to changing demands with a positive attitude 	<ul style="list-style-type: none"> Where appropriate, to be prepared to undertake special skills training e.g. signing, to meet additional educational and communication needs 	Application Form Interview
Personal Attributes	<ul style="list-style-type: none"> Passionate about children's welfare and raising their aspirations Committed to upholding the Christian ethos of the school Understanding of responsibilities in relation to safeguarding and promoting the welfare of Children and Young People 	<ul style="list-style-type: none"> Discretion, loyalty, commitment, patience, flexibility, firmness Significant empathy with pupils who have additional or special educational needs 	Application Form Interview