

Education Teaching Assistant

Grade 6

Job purpose

As a Teaching Assistant you will support the classroom teacher in raising the learning and attainment of all pupils by providing a positive, nurturing, safe and inclusive learning environment for children where everyone is valued and encouraged to reach their full potential.

The role of a teaching assistant is extremely varied. You will generally support the teacher in the classroom helping to prepare lesson materials, creating displays, setting up and tidying classrooms ready for lessons.

You will support pupils with their learning and contribute to the monitoring, recording and reporting on pupil progress and achievements. Sometimes you will support in the classroom and other times in a separate area working with a smaller group or one-to-one.

You could also be asked to support school trips, run clubs, and supervise the play area.

Key areas of responsibility and expectations

- Carry out your duties under the guidance and direction of the Class Teacher and in line with the school's policies, procedures, relevant legislation, and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation, and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Teaching Support

- Plan and monitor pupils learning, as directed by the class teacher. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- Assist with the induction and mentoring of new staff.
- Provide one-to-one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the teacher's approach.
- Assist in the planning and implementation of structured and agreed learning activities/teaching programmes.
- Ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids, where necessary.

- Work with individuals or groups of pupils in accessing the school library and in the use of IT and other relevant resources to support learning.
- Participate in and assist in supervision of educational visits.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Pupil Support

- Provide support and guidance on a one-to-one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the National Curriculum to the best of their ability.
- Provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans, and teaching strategies etc, to maximise their achievements.
- Supervise and provide support for pupils including those with special needs, ensuring their safety and access to learning activities.
- Under the guidance of senior leaders assist in the development and implementation of individual behaviour / care plans / intervention strategies.
- Use behaviour management strategies i.e. de-escalation techniques and Team Teach, when necessary to ensure the safety of pupils and others.
- Deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- Contribute to plans, reviews, and evaluations of pupils by writing reports and pupils' progress and attendance at meetings.
- Provide lunchtime cover as required to supervise pupils during the lunchtime period in a range of activities both indoors and outdoors.

Curriculum Activities

- Contribute to the presentation of pupils' work and maintenance of display areas.
- Assist with the preparation and tidying of the classroom and upkeep of resources.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working with children/young people.	Essential
GCSE, Grade 4 in Maths & English or able to demonstrate equivalent level to produce basic reports, update records and to assist pupils with their work.	Essential
Professional qualification applicable to the role (Level 2 Supporting Teaching & learning in school) or able to demonstrate equivalent skills.	Essential
Experience in the use of IT or appropriate technology to support learning.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
An understanding of how children learn, and the importance of supporting an effective learning environment.	Essential
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Essential
Supportive and effective team member able to work as part of a team and take direction from others as well as work on own initiative at times.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Experience of working with children/young people within a school environment.	Desirable
Experience in developing and evaluating curriculum resources.	Desirable
Training in the relevant learning strategies e.g. Literacy.	Desirable

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Ability to produce accurate reports and records.
Ability to demonstrate good reading, writing and numeracy skills to support pupils with their work.
Ability to effectively communicate and engage with pupils and adults.
Ability to relate to children/young people from diverse social backgrounds.
Understanding of the school curriculum and other learning programmes.
Ability to effectively use IT to support learning.
Understanding of a safeguarding procedures and issues.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.