

**Job Description – Teaching Assistant (Entry)**

**Responsible to:** Headteacher/ Teacher/ SENCO

**Salary range:** J Grade

**Job Purpose:** Under the guidance of the Class teacher, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

**Key Accountabilities:**

Under the direction of the classroom teacher or designated supervisor:

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Assist with the organisation of the learning environment.
- Under direction of the class teacher, maintain accurate records in accordance with school policies and GDPR.
- To prepare the classroom with basic resources and equipment as directed by the teacher/HLTA and assist the pupils with their use. Also to clear away equipment after use.
- Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Assist with the implementation of a behaviour management programme.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.
- To assist with the supervision of pupils out of lesson time but within both the school day and contracted hours eg break time and assembly.
- To accompany teaching staff and pupils on visits and out of school activities as required
- Ensure all personal data is processed in line with GDPR
- Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

**Other duties**

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.

- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate

### **Supplementary Accountabilities**

Only select the tasks or activities that are relevant to the post. It is not anticipated that all of these will apply.

- A. Support pupils with particular needs in developing effective relationships with peers, younger pupils and adults, challenging anti social behaviour e.g. racism.
- B. Help pupils with particular needs regarding self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- C. Provide support to pupils with cognitive and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.
- D. Provision of personal, social, hygiene, welfare and behaviour support of pupils.

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### **Teaching Assistant (Entry) – Person specification**

<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
Math/English GCSE grade 4 or above (A-C) or further relevant experience in the absence of formal qualifications	✓	
	✓	
<b>Knowledge, understanding and experience:</b>		
Knowledge of ICT applications, including MS Office and email	✓	
Demonstrate ability to keep accurate records	✓	
Previous experience of working with children, preferably in a school setting		✓
Understand the concept of positive behaviour management and how this can be applied in the classroom		✓
Ability to contribute to IEPs (Individual Education Plans)		✓
<b>Personal and Professional qualities:</b>		
Decision-making	✓	
Assist in planning, delivery and evaluation of learning activities	✓	
Ability to approach all aspects of the role with professionalism, credibility and integrity	✓	
Be able to maintain confidentiality at all times and prevent disclosure of confidential and/or sensitive information	✓	
A demonstrable commitment to supporting and promoting safeguarding, welfare, equality and diversity of all employees, pupils and volunteers	✓	
Have a calm, empathetic nature	✓	
Be creative and enthusiastic	✓	
Flexible in terms of working pattern and evolution of role	✓	
<b>Training</b>		
TAs will be given the opportunity to obtain relevant training in supporting teaching and learning in schools		