

Teaching Assistant (TA)
Job Description & Person Specification

Job Title:	Teaching Assistant
Main Job Purpose:	Under the direction of the Teacher(s), to generally support pupils in all areas to access learning.
Accountable to:	Headteacher

	Main Duties
1.	<p>Supporting pupils learning, either in groups or through 1:1 work.</p> <p>The exact tasks will depend on the learning support needs of the pupil/s but may include:</p> <ul style="list-style-type: none"> • Clarifying and explaining instructions. • Ensuring pupils are able to use equipment and materials provided. • Motivating and supporting pupils. • Assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation. • Helping pupils to concentrate on and finish work set. • Meeting physical needs as required while promoting independence. • Liaising with the class teacher and Special Educational Needs Co-ordinator about Individual Education Plans. • As specified by the teacher, developing appropriate resources to support pupils.
2.	<p>Supporting pupils' self-esteem, inclusion and behavioural development, e.g.</p> <ul style="list-style-type: none"> • Encouraging an acceptance and inclusion of pupil with special needs. • Developing methods of promoting/reinforcing pupils' self-esteem and independence. • Providing individual supervision in and out of the classroom for pupils with additional needs. • Establishing a supportive relationship with pupils. • Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site. • Supervising pupils on outings and school activities.
3.	<p>Supporting the teacher/s, e.g.</p> <ul style="list-style-type: none"> • As directed by the teacher, adapting and interpreting lessons and instructions to pupils. • In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record. • Providing regular feedback about pupils to the teacher/s.

	Main Duties
4.	<p>Supporting the curriculum, e.g.</p> <ul style="list-style-type: none"> • Support the delivery of core subjects (reading, writing and maths) along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.
5.	<p>Supporting the school, e.g.</p> <ul style="list-style-type: none"> • Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc. • Administering minor First Aid.

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the class teacher.

Key Contacts and Relationships

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with teachers and other school staff, school management, parents/carers and at times representatives of other agencies e.g. Health, Social Care.

Decision Making

The jobholder is expected to follow school procedures, and plans made by the class teacher and those provided by other professionals supporting the school.

Resources

The jobholder is expected to use school resources appropriately and with care and help to maintain appropriate and pleasant learning spaces around the school, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. All staff have a shared responsibility for the Health and Safety of the pupils, themselves and their colleagues. Staff also have a responsibility for the safety and welfare of all pupils and are expected to follow policy and procedures for Safeguarding.

Knowledge and Skills

Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities.

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Understanding of principles of child development and learning processes and, in particular, barriers to learning.

This job description is subject to change to meet the needs of the effective running of the Trust.

Person Specification

Qualities	Essential ✓	Desirable ✓
Qualifications and Experience		
Relevant experience of working with children of primary school age – leading small groups and working as part of a team.	✓	
Experience of working with pupils of different ages from different contexts.	✓	
Experience of working with children with Special Educational Needs.	✓	
Able to plan programmes of support that incorporate variety, interest and pace.	✓	
Ability to use ICT to effectively support learning.	✓	
NVQ qualifications in teaching & learning.		✓
Experience of working in a team environment.	✓	
Good general education and GCSE passes in Maths and English (A-C).	✓	
First Aid qualification.		✓
Safeguarding/Prevent training.		✓
Knowledge and Understanding		
Sound understanding of safeguarding issues.		✓

Able to demonstrate commitment to Equal Opportunities and other key school policies.	✓	
Skills		
Good oral and written communication skills.	✓	
Ability to work effectively and professionally within a team of adults.	✓	
Ability to relate well to children, establishing empathy and a good rapport.	✓	
Able to gain the confidence of children whose behaviour is challenging or who are socially withdrawn.	✓	
Ability to motivate pupils and to use positive behaviour management strategies with individuals and small groups.	✓	
Ability to form effective relationships with a range of professionals.	✓	
Ability to self-evaluate own practice and learning needs.	✓	
Personal Characteristics		
Able to work under pressure and multitask.	✓	
Resilience.	✓	
Professionalism.	✓	
Able to work independently and show initiative.	✓	
Willingness to become fully involved in school life with a positive attitude and sense of fun.	✓	