

# Job Description

**Post:** Teaching Assistant

**Responsible to:** Class Teacher

## Core Purpose

To provide support to a teacher to work under the instruction and guidance of teaching staff to support all groups of pupils. To support pupils with special educational needs to enable access to learning, and to promote progress. To support the school's Wrap-Around Care provision.

## Support for Pupils

- Develop a positive and supportive relationship with pupils.
- Alongside the class teacher, support of the differing needs of pupils
- Supervise and provide particular support for pupils, including 1:1 support for those with special needs, ensuring their safety and access to learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

## Support for the Teacher

- Prepare classroom as directed for lessons, clear afterwards and assist with and help maintain displays of pupils' work.
- Undertake routine administrative tasks e.g. pupil record keeping, as requested.
- Support the teacher in maintaining pupil behaviour and reporting difficulties as appropriate.
- Appropriate liaison with parents on general pupil matters.

## Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher.
- Prepare and maintain general equipment/resources as directed by the teacher.
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required.
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## Support for the School

- Promote and safeguard the welfare of children and young persons you are responsible for.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour, confidentiality, and data protection reporting all concerns to the appropriate person.
- Supervise pupils during Wrap-Around Care provision providing a safe, engaging environment.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Undertake training and CPD as required.

- Support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Supervise pupils out of lesson times, including before and after school (as required), playtimes and at lunch time.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Be a role model for pupils and colleagues in terms of behaviour and attitude.
- Be punctual and professional at all times.
- Maintain confidentiality.

### **Wrap Around Care**

- Provide full care for the children attending the club including the safe collection from their classrooms and the safe delivery to parents and/or named carers.
- Supply and provide refreshments to children.
- Ensure safe, creative, appropriate play opportunities in a safe and caring environment.
- To motivate and encourage the children to participate in activities.
- Providing a facility for children to do their homework.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Carry out day-to-day administration and record keeping.
- Administer first aid as necessary and ensuring the well-being of sick children.
- Encourage parental involvement and support of the club.
- Initiate close liaison with parents, carers, and other childcare and play related agencies.
- Attend meetings as appropriate.
- Work with the health and safety policy guidelines of the school at all times.

## Person Specification

	Essential	Desirable
Right to work in the UK	*	
<b>Philosophy</b>		
A belief in the ability of all children to achieve and be successful	*	
A belief in teamwork and ability to get involved in the day-to-day running of the school	*	
<b>Experience</b>		
Working with children of primary school age	*	
Experience of supporting children with SEN	*	
Working with individuals and groups of children	*	
<b>Qualifications &amp; Training</b>		
Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent	*	
Minimum NVQ2 or equivalent qualification	*	
First Aid Qualification		*
<b>Knowledge &amp; Skills</b>		
Knowledge of the National Curriculum		*
Experience of delivering Read Write Inc		*
Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards	*	
Very good organisational skills	*	
Very good time management skills	*	
Ability to prioritise	*	
Adaptability and flexibility	*	
Willing to participate in CPD	*	
ICT Literate	*	
<b>Personal Characteristics</b>		

Boundless enthusiasm, determination and drive to inspire others to achieve high standards	*	
A personable nature to build effective relationships with parents/members of the community	*	
Ability and willingness to promote the school's aims and the positive culture and ethos	*	