

FERN HILL PRIMARY SCHOOL

Teaching Assistant - Job Description

Relationships

Responsible to:	Headteacher/Deputy Headteacher/SENCO/ Classroom Teacher
Responsible for:	None, apart from assisting to familiarise new staff or volunteers
Important Internal Relationships:	Governors, Headteacher, Teaching and support staff at the school, Pupils
Important External Relationships:	Parents, Visitors to the school, Police & Support Agencies, Local Authority

Main Purpose of the Job

- To work under the general instruction and guidance of teaching or senior staff to support all teaching and learning activities in the classroom
- To deliver work, care or support programmes to individual pupils or groups
- To enable access to learning for all pupils
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.

Main Responsibilities

1. Follow instructions and guidance from the classroom teacher, Inclusion team or Senior leaders to provide particular support for pupils, including those with special needs, reinforcing their learning and ensuring their understanding
2. Make suggestions towards the development, and assist in the implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the Teacher or the HLTA.
6. Set challenging and demanding expectations and promote independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
8. Assist with the display of pupils' work as directed by the class teacher
9. If required, assist in the planning of learning activities
10. Make observations of pupils' attitudes and responses to learning and provide effective feedback to enable the teacher to assess pupil progress

11. Encourage and model positive pupil behaviour in line with the school's policy and encourage pupils to take responsibility for their own actions
12. In consultation with the class teacher, establish constructive relationships with parents/carers
13. Provide general clerical support to the teacher etc.
14. Assist with the development of pupils basic IT skills and support the use of ICT in learning activities in the classroom.
15. Prepare, maintain and use resources and classroom equipment as directed by the teacher and assist pupils in their use
16. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and GDPR, reporting all concerns to the appropriate person
17. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
18. Attend relevant meetings and participate in training opportunities and appraisal where required
19. Take responsibility for the supervision of pupils out of lesson times, as necessary. This could be before or after school or at lunchtimes/breaktimes.
20. Accompany teaching staff and pupils on visits, trips and out of school activities as required, including taking responsibility for a group under the supervision of the teacher
21. Prepare the classroom for lessons ensuring that resources are in place and cleared away at the end of the session
22. Assist with the general pastoral care and mental wellbeing of all pupils
23. Take groups of pupils out of class where appropriate to lead on identified intervention strategies

Person Specification

	Essential	Desirable
Qualifications and Training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> ● Have a NVQ 2 or equivalent (c+ GCSE) in English and Maths ● Be willing to undertake additional training. 	<ul style="list-style-type: none"> ● Have undertaken safeguarding training. ● Level 3 NVQ equivalent.
Experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> ● Working as part of an effective team. 	<ul style="list-style-type: none"> ● Working as a Teaching & Learning Support Assistant. ● Experience with pupils with SEND. ● Experience with working on a one-to-one basis with pupils.
Knowledge and Skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> ● Excellent communication skills. ● Confident in using ICT to support learning. ● Excellent organisational skills. ● The ability to remain calm under pressure. ● Excellent time management skills. ● The ability to work with pupils in a professional manner. ● The ability to be proactive in seeking solutions. ● The ability to maintain confidentiality. ● Effective problem-solving skills. ● Excellent written and verbal communication skills at all levels. 	<ul style="list-style-type: none"> ● Knowledge of the Primary curriculum.
Personal Qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> ● Able to work independently but also as part of a team. ● Professional. ● Conscientious. ● Dedicated to their practice. ● Reliable. ● Put the children's wellbeing and learning first. 	