

# Job Description



**Job title: Teaching Assistant**

**Salary: OAT Scale 2 Point 3-5 – Actual salary £21,328.00-£22,005.00**

**Start Date: As soon as possible**

**Contract Type: 37.0 Hours per week, Term Time plus 1 week**

**Contract Term: Permanent**

## Job purpose

To work directly with individuals or small groups of pupils with complex needs and/or Education, Health and Care Plans (EHCP). Attend to pupils' personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters, providing relevant support as guided by external agencies; speech and language, physiotherapy, manipulation etc...

## Duties and Responsibilities

- a) To be able to handle challenging situation and work on own initiative to manage students who may be struggling to manage their own behaviours, due to circumstances outside of school affecting them with self-regulation.
- b) May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.
- c) May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils' responses as appropriate.
- d) Participate in planning and evaluation of learning activities with the teacher.
- e) Support independent learning and inclusion of all pupils.
- f) Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.
- g) May assist with the development of individual learning plans
- h) Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- i) Arranging/providing resources for lessons/activities under the guidance of the teacher.
- j) May invigilate exams and tests.
- k) May assist escorting pupils on educational visits.
- l) May assist with break time supervision including facilitating games and activities.
- m) Supporting pupils emotional and social well-being, reporting any problems to the teacher.
- n) May undertake first aid duties and be required to administer first-aid
- o) Supporting pupils emotional and social well-being, reporting any problems to the teacher, as appropriate.
- p) Contribute to maintaining a safe environment.
- q) May demonstrate own duties to new or less experienced staff
- r) May support the work of volunteers and other teaching assistants in the classroom.
- s) Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate.
- t) Exchanges information with staff and parents/carers.
- u) Providing feed back to the teacher on pupil progress and behaviour.
- v) Support the teacher in monitoring, accessing and recording pupil progress under the guidance of the teacher.
- w) There is a need to interpret information or situations and to solve straight forward problems/make minor decisions.
- x) Be aware of and understand individual student risk assessment procedures.

# Person specification



## Qualifications

- a) NVQ level 2 in related area or equivalent experience, desirable.
- b) Maths and English C or equivalent Level 2
- c) Willingness to undertake and update relevant training including; Moving and Handling, First-Aid, Access Arrangements, etc...as directed by the Academy

## Knowledge, skills and experience

- a) IT and keyboard skills.
- b) Curriculum knowledge and experience to support and lead learning activities.
- c) Knowledge and compliance with policies and procedures relevant to health and safety and child protection.
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- e) First aid at work/paediatric first aid or willingness to complete desirable.

## Personal attributes

The successful candidate;

- a) May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- b) Some exposure to unpleasant conditions e.g. noise, outdoor working.
- c) To stay calm in high pressured situation.
- d) Resilience and ability to over come setbacks