

Standard Teaching Asst G4 Job Description

Job Title:	Teaching Assistant
Date last reviewed:	2022
Grade of post:	Grade 4 (£19,264-£19,650pa FTE)
Disclosure Level:	Enhanced DBS

Job Purpose: LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Responsibilities:

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- 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 TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning objectives
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work

- Provide clerical/administration support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 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
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding

principles.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Our school and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification - Gr4 TA

Qualifications/ Training and Experience	<ul style="list-style-type: none"> • Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety. • Good level of general educational achievement and evidence of continuing training beyond school level • Experience working with young people
Knowledge/Skills	<ul style="list-style-type: none"> • A real enthusiasm for working with young people and helping them to succeed • Ability to interact confidently with students and staff • Good verbal and written communication skills • An understanding of the importance of professional confidentiality • Willingness to assist with practical tasks when necessary e.g. with physically impaired pupils • Ability to support specific subject areas • Ability to understand and differentiate the secondary school curriculum • Good IT skills • Good organisational skills • An interest in your own professional development
Personal Characteristics	<ul style="list-style-type: none"> • Calmness • Empathy • Enthusiasm • Flexibility • Initiative

	<ul style="list-style-type: none"> • Excellent team work / support of peers • Energy and ideas, creative, solution focussed approach • A genuine liking for young people, tact, sensitivity and willingness to be an advocate for young people with SEND
Safeguarding and Wellbeing	<ul style="list-style-type: none"> • A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines • A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community • To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community • Desire to take on further/ advanced Safeguarding training and responsibilities (desirable) • Evidence of CPD undertaken in this area (desirable)