

## **JOB DESCRIPTION - TEACHING ASSISTANT**

**JOB TITLE:** Teaching Assistant

**RESPONSIBLE TO:** Assistant Head teacher responsible for specific phase.

**PURPOSE OF JOB:** To assist teachers in planning, delivery and assessment of pupils.

### **DUTIES:**

#### **A Supporting the Pupils**

1. To aid the children to learn as effectively as possible both in group situations and independently by
  - Supporting the teacher in planning learning activities
  - Supporting the delivery of learning
  - Clarifying and explaining instructions
  - Motivating and encouraging children as required
  - Supporting children with challenging behaviour where necessary
  - Supporting the teacher in the evaluation of learning activities
  - Promoting independence
2. To establish supportive relationships with children and engage with their parents.
3. To be responsible for the planning, delivery and assessment of interventions.

#### **B Supporting the Teachers**

1. To support the teaching team by making contributions in planning.
2. To administer appropriate assessments and to record progress made by the children.
3. Assist in the development and implementation of behaviour management strategies.
4. To participate in the evaluation of planned activities and assessments.
5. To deliver interventions and keep records as required.
6. To provide regular feedback about the children to the teacher through observations.
7. To attend progress meetings and feedback the progress made by individual children.
8. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.

#### **C Supporting the School**

1. To uphold the school ethos, vision and values at all times.
2. To attend relevant in-service training
3. To adhere to school policies and procedures
4. Any other tasks as directed by your Line Manager to support the department you are working in e.g. Christmas Production, School trips, new intake meeting etc.

## PERSON SPECIFICATION

*The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below:*

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age.</li> </ul>
<p><b>Qualifications/ Training</b></p>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• Teaching Assistant Qualification or equivalent experience.</li> <li>• Training in the relevant learning strategies, e.g. Special Educational Needs, literacy and phonics, numeracy.</li> <li>• Appropriate first aid /FGM/Safeguarding training or a willingness to undertake relevant training.</li> </ul>
<p><b>Knowledge/Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to use ICT effectively to support learning.</li> <li>• Ability to use other equipment technology</li> <li>• An understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• To demonstrate high expectations of children and young people with a commitment to helping them fulfil their potential.</li> <li>• Ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people.</li> <li>• To uphold the positive values, attitudes and behaviour expected from children and young people.</li> <li>• To understand the curriculum and other relevant learning programmes/strategies.</li> <li>• The ability to actively encourage and motivate children to advance their learning.</li> <li>• Knowledge of the school and its setting/community</li> <li>• To understand the of principles of child development and learning processes and an understanding of children in the relevant age range.</li> <li>• Awareness of, and commitment to, inclusion in a school setting.</li> <li>• The ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• The ability to communicate effectively and sensitively with children, young people and colleagues.</li> <li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.</li> </ul>