

## Job Description and Person Specification

<b>Role</b>	Teaching Assistant
<b>Grade and Range:</b>	Grade 3, Points 5 to 7
<b>Department:</b>	Teaching/Classroom Support
<b>Accountable to:</b>	Head Teacher (or designated member of SLT)

### Position Overview

The role of our Teaching Assistant is to provide high-quality, interactive and memorable learning experiences for the children in our school. Working alongside an exceptional and supportive team of professionals, you will be relentless in the pursuit of excellence and your mission will be to make every day count for the children.

### Main Duties

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

#### Your core duties will be:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establishing a constructive relationship with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils about progress and achievement under the guidance of the teacher
- Creating and maintaining a purposeful, orderly and supportive environment, following lesson plans and assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their behaviour
- Establishing constructive relationships with parents/carers
- Supporting teaching staff in the carrying out of home visits

- Administering routine tests and invigilating exams and undertake routine marking of pupils' work
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Assisting the teaching staff in the smooth transition between educational phases
- Supporting pupils in their learning in all areas of the curriculum.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Supporting pupils and teachers during PE and other practical activities.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
- Assisting with the supervision of pupils at break times
- Accompanying teaching staff and pupils on visits, trips and out-of-school activities as required and taking responsibility for a group under the supervision of the teacher.
- Being aware of and complying with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

#### **General Duties**

- Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
- Appreciate and support the role of other professionals.
- Be aware of confidential issues linked to home, pupil, teacher, school, and work and keep confidences as appropriate.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- Be a positive influence on the climate and culture of the school and be a positive example at all times.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support differences and ensure equal opportunities for all.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager.

### Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
<b>Qualifications</b>		
A good standard of secondary education to GCSE level or equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
NVQ level 3 qualification for Teaching Assistant or appropriate to the post	AF	
<b>Experience</b>		
Working in or have worked in education	AF	
Working in or have worked in a role supervising children	I	
Working as part of a team	I	
Ability to suggest improvements to systems and processes	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	AF	
Illustrating innovative and creative ideas for children's play		I
<b>Behaviours</b>		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident in following through on tasks and resolving enquiries	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
<b>Skills</b>		
Ability to relate well to children	I	
Ability to communicate both orally and in writing with a range of different audiences	AF/AST	
Knowledge of EYFS/Primary curriculum	I/AST	
Ability to observe, monitor, record and make basic assessments about individuals progress	I	
Awareness of practices and procedures within education relating to the welfare and safeguarding of children	AST	
Knowledge of classroom roles and responsibilities	AF/I	
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I

Committed to putting children's education first	I	
<b>Other</b>		
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with school and Trust wide activities		I
Ability to travel to all Trust sites		I