



JOB DESCRIPTION

Title:	Teaching Assistant (TA)
Grade and Salary:	LS Grade 5 - Grade 6 (depending on experience)
Contract:	Permanent, Part-time, term-time, under Local Government Terms and Conditions (upto 26 hpw)
Responsible To:	Assistant Head
Job Purpose:	A TA will work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils.

Core Activities

- To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how the pupils can best be supported.
- To work under the supervision of a teacher to plan, deliver and evaluate learning activities for small groups or individual pupils, providing feedback on pupil engagement and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To promote the development of pupil's self-reliance, self-esteem and emotional resilience.
- To promote, observe and report on pupil performance and development, using assessment strategies to improve learning.
- To support physical, intellectual, emotional and social development of pupils, facilitating children and young people's learning and development.
- To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school support team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special

educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.

- To provide support for bilingual / multilingual pupils if required.
- To invigilate internal and external tests and examinations under formal conditions.
- To assist with the maintenance of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents about the care and education of their children, as directed by the school.
- To assist volunteers based in your work area, as appropriate.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
- To lead extra-curricular activities under the direction of the school but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To support, as appropriate, in instances where pupils are unwell or injured whilst at school.

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative



PERSON SPECIFICATION Teaching Assistant

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - NVQ 3 in Supporting Teaching and Learning, or equivalent OR - Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. - GCSE grade 5 or above (or equivalent) in English and Maths - good IT skills 	<ul style="list-style-type: none"> - further study
Experience	<ul style="list-style-type: none"> - Experience of supporting teaching and learning in a formal setting 	<ul style="list-style-type: none"> - knowledge of child protection policy and procedures
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others 	<ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults 	
Management	<ul style="list-style-type: none"> - ability to plan and prioritise own work within established routines, referring only complex issues to Manager 	
Personal Skills	<ul style="list-style-type: none"> - good personal organization - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school