


<b>Job Description – Teaching Assistant</b>	
<b>Point 1-4</b>	
<b>Date</b>	

## Introduction

The role of the Teaching Assistant is to work under the direct instruction of teaching/senior staff, often in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance. All staff are expected to follow the school's policies. Staff may be required to undertake other duties and responsibilities that the head teacher may request from time to time.

The duties and responsibilities of this post may be modified according to the changing demands of the school. This job description may be reviewed by the Headteacher in consultation with the post holder.

## Key tasks, responsibilities and attributes

- Supervise and support the learning activities and outcomes for all pupils, under the direction of the teacher
- Support the pupils to become confident, competent, independent and resourceful learners
- Have high expectations of all pupils and promote self-esteem and excellent behaviour
- Contribute to the overall ethos, aims and values of the school
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Take part and contribute to joint planning and feedback sessions
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Attend to the pupils' personal needs, and ensure the health, safety and well being of all pupils
- Promote the inclusion and acceptance of all pupils and equality of opportunity for all
- Support pupils in specific intervention strategies under the direction of the teacher and/or SENDCO (EYFS lead or Early Years Practitioner for Nursery)
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Undertake pupil record keeping as requested
- Load evidence of pupil development onto Tapestry – *EYFS only* (training provided)
- Administer first aid (subject to the appropriate training)
- Assist with the development and implementation of individual action plans, behaviour plans, Learning Journeys (Early Years) and personal care plans etc
- Encourage pupils to interact with others and engage in activities led by the teacher
- Be able to use your initiative where appropriate
- A flexible approach to school life and the needs of 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 the appropriate person
- Follow procedures in the intimate care policy for nappy changing and assisting in toileting (where appropriate)
- Prepare resources and the classroom environment as directed
- Gather/report information from/to parents/carers as directed
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Provide clerical/admin support e.g. photocopying, filing, within the allotted times

## **SAFEGUARDING**

All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's Designated Safeguarding Lead (DSL).

## **AGREEMENT**

This job description is agreed between the post holder and the manager to whom he / she is accountable to. It is not exhaustive and will be reviewed as part of the appraisal process and may be subject to modification or amendment at any time after consultation with the post holder. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

<b>POST HOLDER'S NAME:</b>	
<b>POST HOLDER'S SIGNATURE:</b>	
<b>DATE:</b>	

<b>MANAGER'S NAME:</b>	
<b>MANAGER'S SIGNATURE:</b>	
<b>DATE:</b>	

## Personal Specification – Teaching Assistant

Attribute	Essential	Desirable	How identified
<b>Relevant experience</b>			
Experience of working with children in either a paid capacity or as a volunteer	✓		Interview/Application/Reference
Level 3 qualified		✓	Application
2 years of working in school		✓	Application/Reference
<b>Education and training</b>			
Basic literacy and numeracy skills	✓		Interview/Application
Good written and spoken English	✓		Interview/Application
Have own area of strength/hobby(i.e. art)	✓		Interview/Application/Reference
Studies undertaken beyond GCSE or equivalent		✓	Application/Reference
1 <sup>st</sup> Aid qualified		✓	Application
<b>Specialist knowledge and skills</b>			
Model acceptable behaviour	✓		Interview/Application/Reference
Provide strategies for spelling, reading and number skills	✓		Interview/Application/Reference
Ability to work in a team	✓		Interview/Application/Reference
Work with guidance and limited supervision	✓		Interview/Application/Reference
Knowledge and understanding of supporting young children of all abilities including those with SEN,EAL and/or gifted and talented		✓	Interview/Application/Reference
Experience of delivering specialist intervention programmes		✓	Interview/Application/Reference
<b>Any additional factors</b>			
Ability to promote the vision and aims of our school	✓		Interview/Application/Reference
Well developed sense of responsibility	✓		Interview/Application/Reference
Calm under pressure	✓		Interview/Application/Reference
Willingness to lead and be led	✓		Interview/Application/Reference
Knowledge of national curriculum		✓	Interview/Application/Reference
Ability to work in liaison with parents and a variety of professionals		✓	Interview/Application/Reference
Monitor, record and make assessments about individual progress suggesting alternate ways of helping children if they are unable to understand		✓	Interview/Application/Reference
Understanding safeguarding	✓		Interview/Application/Reference