

# JOB DESCRIPTION

# Teaching Assistant

**Grade:** 2 Point 2 (points 1-4)

**Hours:** 30 hours per week

### **LEVEL DESCRIPTION**

To foster the participation of pupils in the social and academic processes of the school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.

**Duties:**

#### Support for pupils

* support pupils’ learning activities, attend to additional learning needs, and help in development;
* help with the care and support of pupils;
* contribute to the health and well-being of pupils;
* establish and maintain relationships with individual pupils and groups;
* be an effective model for pupil behaviour.
* Deliver daily phonics sessions.
* Set up resources for learning in fun and imaginative ways.
* Deliver effective intervention sessions under the direction of the class teacher or Senior management team.

#### Support for the teacher

* help with classroom resources and records;
* contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
* support the school curriculum, especially literacy and numeracy activities;
* provide support for learning activities;
* support the use of ICT in the classroom;
* assist in the maintenance of a safe environment for pupils and staff;
* assist in the presentation of display materials;
* deliver intervention to groups of pupils or individual pupils
* support teaching staff or senior colleagues with routine administration.

#### Support for the school

* monitor effective working relationships with colleagues and parents;
* contribute to the maintenance of pupils' safety and security;
* review and develop own professional practice;
* recognise confidentiality, safeguarding and child protection procedures, Health & Safety, and the policies of the Governing Body and All Saints Schools Trust.

**Personal Specification**

You will need to:

* Ideally have experience of working with children with special educational needs in a primary school setting
* Have knowledge and understanding of the different social, cultural and physical needs of pupils.
* Have an interest in how children learn and behave.
* Provide appropriate role models of behaviour both in the classroom and around school
* Really care about children, particularly those with learning barriers.

You must be able to:

* Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, or Head Teacher.
* Be productive and show initiative.
* Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
* Motivate pupils to learn and reach their full potential.
* Motivate pupils to be sociable.
* Assist with the organisation of the learning environment.
* Maintain accurate records of the pupils.
* Work effectively with other adults in the school and wider community.
* Be a responsible and trustworthy role model.
* Have patience and be flexible and innovative with a clear understanding of how children might find learning new concepts and remembering taught concepts difficult.
* Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
* Attend training courses considered appropriate for the post.