

Job Description

Role: Teaching Assistant

Salary: Scale 4 (Point 7 to 10) £23,628 - £24, 927 pro rata

Hours: 30 hours per week - term time only

Purpose

To work under the instruction of a teacher, member of SMT or SENDCO, usually in the classroom with the teacher, to support access for learning to pupils and provide general support to the teacher in the management of pupils and classroom.

Main Duties and Responsibilities

Support for Pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, mental health and wellbeing.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher:

- Support individuals or groups of children, as directed by the teacher.
- Prepare the classroom and resources, as directed, for lessons.
- Prepare resources (with support from the SENDCO) to meet the needs of individual children.
- Assist with the display of pupils' work.
- Support the teacher in maintaining positive behaviours and class routines, reporting difficulties.
- Gather or report information to/from parents and carers.

Support for the Curriculum:

- Support pupils to understand instructions and enable inclusive access to the school curriculum.
- Support pupils in using ICT.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for 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 an appropriate person.
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school and follow school policies.
- Establish constructive relationships and communicate with other agencies, when appropriate.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development.

- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of school activities.
- Undertake additional or other duties as may be appropriate to achieve the objectives of the post, and as directed and deemed appropriate by the Line Manager.
- Carry out responsibilities with due regard to the Learning Trust's Health and Safety policy, organisation and arrangements for Health and Safety at Work.
- Carry out duties in line with the Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at this date. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary

Person Specification

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Qualifications	Essential	Desirable
'A level' qualifications or equivalent	✓	
Numeracy and literacy skills of a high enough standard to support up to year 6	✓	
Educated to degree level in a relevant subject		✓
Knowledge and Skills		
Experience of supporting children in primary education	✓	
Understanding of child development and ways in which children learn	✓	
Understanding of child protection and safeguarding issues/procedures	✓	
Willingness to undergo training to improve skills and gain experience	✓	
Basic Health and Safety	✓	
Able to follow instructions accurately but make good judgments and lead when required.	✓	
Inclusive, approachable, pro-active and collaborative member of a staff team	✓	
Experience using Makaton, PECS and other visual strategies to support children with communication needs	✓	
Confident with ICT	✓	
Ability to communicate effectively with the whole school community	✓	
Confidence in supporting children with social, emotional, mental health, personal care or medical needs	✓	
Positive approach to behaviour management	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Able to deal with minor incidents, first aid, and the personal health and hygiene of pupils	✓	
Ability to maintain confidentiality	✓	
Additional language, sport skills or musical talent		✓