



JOB TITLE:	Teaching Assistant
GRADE:	NJC point 9-11 FTE £27,254 - £28,142 (Actual pro rata salary £23,468 - £24,232) + SNA allowance (£813.00 per annum)
RESPONSIBLE TO:	Deputy Headteacher
HOURS OF DUTY:	Monday to Thursday 8.30am – 16.00pm Friday 8.30am – 2.30pm Term time only plus 5 inset days. 36 hours per week.

SCOPE OF THE JOB

- To work under the guidance of the Deputy Headteacher.
- To implement agreed programmes of work with individuals or small groups, in or out of the classroom.
- Subject to agreement of arrangements, staff may also supervise whole classes occasionally in the short-term absence of teachers, with a primary focus of maintaining good order and keeping learners on task.

KEY TASKS AND ACCOUNTABILITIES

- To have knowledge of a range of learning support needs and to develop an understanding of the specific needs of Learners to be supported.
- To aid Learners to learn as effectively as possible, both in group situations and individually. For example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence and ensuring Learners are able to use the equipment and materials provided.
- To assist with the class teacher in devising strategies, drawing up and implementing action plans to overcome behavioural, physical or learning difficulties.
- To contribute towards the production of pen portraits and support plans for individuals to be used by all staff supporting the young learner.
- In conjunction with the class teacher to assist those Learners with challenging behaviour to learn as effectively as possible, using all appropriate strategies for that child or children.

- To establish a supportive relationship with Learners and to develop and promote self-esteem where appropriate.
- Under the direction of the Deputy Headteacher, Assistant Headteacher and class teachers, to assist in the delivery of the school curriculum by contributing to planning, using support materials to aid learning, and assessing a small target group of Learners in a planned programme of study.
- To ensure resources are available and suitable for activities including preparing other materials where necessary, incorporating the use of ICT in the learning process, where appropriate.
- In conjunction with the class teacher and with the Deputy Headteacher, maintain a system of recording Young Learner's progress in line with the school policy.
- To participate in the curriculum and support programme planning, and to participate in the evaluation process; promoting individual and group learning activities to encourage independent learning.
- To provide feedback to Learners in relation to progress and achievement.
- To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
- To contribute to written reports and reviews on Young Learner's progress, including maintaining records, as appropriate.
- Administer and assess routine tasks and invigilate exams/tests.
- To maintain confidentiality and respect the privacy of learners, parents and staff.
- To attend relevant in-service training.
- To be aware of school procedures and comply with these.
- To play a full role in implementing agreed learning and behaviour policies taking responsibility for Learners learning and behaviour both in and out of the classroom.
- To accompany Learners on school journeys; day trip or residential.
- To work with Learners at other offsite locations.
- To discharge duties as required by the Headteacher within the scope and status of the post.

To carry out other duties as deemed relevant and requested by the Headteacher.

The post holder will be required to:

- Undertake a Disclosure and Barring Service check for this post every three years as per the Safeguarding Policy.
- Commit to the School Child Protection Policy and promote a safe environment for children and young people learning within the school. Be alert to any indication or allegation of abuse and take appropriate action under the school procedures for the protection of children and vulnerable adults.
- Promote equality of opportunity and diversity in all aspects of the job and to challenge inequality and discrimination.
- Support the School management in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.

General Responsibilities

- To work consistently to uphold school's aims
- To work in a co-operative and appropriate manner with all stakeholders
- To work with pupils and parents in a courteous, positive, caring and responsible manner at all times
- To work with visitors to the school in such a way that it enhances the reputation of the school
- To seek to improve the quality of the school's service
- To present oneself in a professional way that is consistent with the values and expectations of the school
- Comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality and data protection, safeguarding, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- To act as an ambassador

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate any changes in the role.

May 26

PERSON SPECIFICATION

Skills	E = Essential D = Desirable
Ability to work independently with groups/classes of young people	E
Ability to listen and communicate effectively	E
A thorough understanding of classroom roles and responsibilities	E
Ability to build and maintain effective working relationships with young people and colleagues	E
Ability to promote a positive ethos	E
Ability to work with young people at all levels regardless of specific individual need or levels of ability and identify learning styles as appropriate	E
Ability to adapt own approach in accordance with pupil needs	E
Ability to work effectively in a high-pressure environment	E
Excellent personal literacy and numeracy skills	E
Good organisational and administrative skills	E
Knowledge & understanding	
Advanced understanding of the National Curriculum and other learning programmes (within specified age range/subject area) e.g., knowledge of core subject areas etc.	E
Understanding of principles of child development, learning styles and independent learning.	E
Working knowledge of relevant policies/codes of practice/legislation	D
Understanding of inclusion, especially within a school setting	E
Understanding of principle of child protection specifically in a school setting	E
Experience of resources preparation to support learning programmes	E
Effective use of ICT to support learning	E
Understanding of relevant technology (TV, DVD, Interactive	D

whiteboard)	
Qualifications	
Minimum 2 years' experience of working with young people in a specialist educational setting.	E
5 GCSEs A-C or equivalent	E
NVQ or equivalent in Teaching Assistance or Sporting/Coaching Qualification	D
ICT capability	E
Training in various educational strategies: (literacy/numeracy, SEN)	D
Full clean driving license	E
PROFESSIONAL VALUES AND PRACTICE Must be able to demonstrate all of the following	
A desire to develop professionally and take part in all training and development opportunities relevant to the post.	E
High expectations of all young people; respect for diversity	E
Commitment to raising the educational achievements of young people	E
Ability to demonstrate reliability and integrity.	E
Ability to build and maintain successful relationships with young people, treat them consistently, with respect and consideration.	E
To have a presence and to personally demonstrate and promote the positive values, attitudes and behaviour expected from the young people with whom they work.	E
Ability to work collaboratively with colleagues, knowing when to seek help and advice	E
Ability to work flexibly and to manage time effectively	E
Able to liaise sensitively and effectively with young people, parents, and carers	E
Able to improve own practice through observations, evaluation, and discussion	E
Willingness to take part in first aid qualification.	E