



TEACHING ASSISTANT

JOB PURPOSE:	To support the class teacher with general duties in the classroom working with groups of children and ensuring all children have access to the curriculum in a safe, caring and learning environment.
ACCOUNTABLE TO:	Leadership Team
ACCOUNTABLE FOR:	Groups of children under the direction of the class teacher.
KEY ACCOUNTABILITIES:	
A. STRATEGIC DEVELOPMENT	
To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.	
B. TEACHING AND LEARNING (supporting teachers)	
<ul style="list-style-type: none"> - To secure and sustain effective teaching of individuals and groups - To develop the quality of teaching, assess the standards of pupils' achievements and set targets for improvement - Support specific learning activities in Maths and English - Prepare and maintain safe and engaging learning environments 	
C. LEADING AND MANAGING STAFF	
To lead, manage and work collaboratively with pupils and, as appropriate, with other adults, colleagues and students	
D. EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES	
To support subject leaders to manage resources and teaching of the subject	
Key Tasks:	
A. STRATEGIC DEVELOPMENT	
<ul style="list-style-type: none"> - Take responsibility for implementing school policies and practice under the supervision of the class teacher and Inclusion Manager/SENCO - To implement School Development Plan priorities as part of a team - Contribute to pupil's learning using knowledge of school policies and practice 	
B. TEACHING AND LEARNING (supporting teachers and children)	
Under the direction and supervision of the teacher:	
<ul style="list-style-type: none"> - Assist in the delivery of the curriculum by participating in day-to-day learning activities - Discuss with and report back to the teacher on the planning and assessment of a specified group's work - Organise and maintain the learning environment - Work as part of a team to ensure that the well being, safety, behaviour and personal development of the children in their class enhances their learning opportunities and life skills - Maintain confidentiality inside and outside the workplace - Understand and apply school policies - Take responsibility for supporting and raising achievement of children in their class under the guidance of the Deputy and Assistant Headteachers and class teacher - Contribute to maintaining pupil records 	

C. MANAGING AND WORKING WITH PEOPLE (supporting school)

- On the recommendation of the Headteacher and within the regulatory framework, deliver specified work to individual pupils and groups
- Monitor and maintain curriculum resources and displays
- Work as a key member of a team ensuring the well being, social development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice
- Support the safeguarding of pupils
- Work as a team ensuring the effective organisation of lunchtime

D. DEPLOYMENT OF STAFF AND RESOURCES (supporting school)

- Use ICT to advance pupil's learning and confidence
- Participate in organisation and accompany pupils on off-site activities under an agreed system of supervision

OTHER RESPONSIBILITIES (supporting Children)

- To supervise children during play and lunch times
- Support the safeguarding of pupils
- To provide first aid cover following appropriate training
- To familiarise and adhere to the procedures of the school behaviour policy
- To attend training as appropriate
- To attend monthly meetings/training with the Headteacher/Deputy/Assistant Headteachers

Person Specification: Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Competent English and Mathematics skills assessed through a standard test ➤ NVQ2/3 (or equivalent) ➤ Excellent numeracy and literacy skills 	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Training /Skills	<ul style="list-style-type: none"> ➤ Be able to assist children on an individual and group basis ➤ Explain tasks simply and clearly ➤ Liaise and communicate effectively with others ➤ Supervise children at playtimes /lunchtimes ➤ Demonstrate good organisational skills ➤ To be responsible for promoting and safeguarding the welfare of children within the school ➤ Be able to work as part of a team 	<p>Monitor, record and make basic assessments about individual progress</p> <p>Demonstrate the ability to learn and adapt from past experience</p> <p>Commitment to own professional development</p>
Experience	<ul style="list-style-type: none"> ➤ Working with young children (e.g. parent, volunteer helper, TA) ➤ Confidence to work with pupils of a range of ages in the primary phase 	<p>Experience of working with children with Special Educational Needs</p> <p>Experience of working in a Primary School</p>
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ The needs of young children ➤ Child development and the ways in which children learn ➤ Demonstrate knowledge and basic understanding of Literacy and Numeracy 	The roles played by various adults in a child's education
Personal Characteristics	<ul style="list-style-type: none"> ➤ Calmness ➤ Confidentiality ➤ Empathy ➤ Enthusiasm ➤ Flexibility ➤ Initiative 	