**Respect Resilience High Expectations**



**Teaching Assistant Job Description**

**Main Purpose of Job**

Responsible, under the direction or instruction of the teacher or line manager, to provide general support to staff and pupils including the preparation and routine maintenance of resources and equipment.

**Main Responsibilities**

1. SUPPORT FOR PUPILS

* Support pupils in accessing learning activities as directed by the teacher

1. SUPPORT FOR THE TEACHER
   * Ensure the maintenance of a clean and orderly working environment
   * Timely and accurate preparation of routine equipment, resources and materials as set out in instructions
   * Undertake basic record keeping as directed
   * Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils
   * Provide basic clerical and administrative support e.g. typing, photocopying, printing, display, collection and recording of money etc.

3. SUPPORT FOR THE CURRICULUM

* Monitor and arrange orderly and secure storage of supplies
* Maintenance of every day equipment, check for quality and safety
* Undertake simple repairs and report other damages
* Operation of every day equipment in accordance with instructions

4. SUPPORT FOR THE SCHOOL

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, 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 and aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times e.g. clubs, extracurricular activities
* The Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

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**Teaching Assistant Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Application form | Interview or Reference | Tasks |
| **Qualifications** | | | |
| 1. GCSE qualification, Grade A – C (or equivalent) in maths and English | \* |  |  |
| 1. Willingness to participate in development and training opportunities | \* | \* |  |
| **Experience** | | | |
| 1. Ability to relate well and communicate effectively with children and adults | \* | \* | \* |
| **Professional Skills**  **The successful candidate must show evidence of the ability to:** | | | |
| 1. Use oral and written communication skills to a good standard | \* | \* |  |
| 1. Use relevant technology e.g. computer, photocopier | \* | \* |  |
| 1. Be flexible and work using own initiative |  |  | \* |
| 1. Be able to form and maintain a range of teaching and learning activities |  |  | \* |
| 1. Organise activities for children |  |  | \* |
| 1. Maintain appropriate professional relationships and boundaries with pupil, parents and outside agencies |  | \* |  |
| 1. Be patient and understanding |  | \* | \* |
| 1. Deal with sensitive information in a confidential manner |  | \* |  |
| 1. Show a commitment to safeguarding | \* | \* | \* |
| 1. Show a commitment towards equal opportunities | \* | \* | \* |
| 1. Make a full contribution to the environment of the school |  | \* |  |