

## **Outline Job Description**

### **Teaching Assistant**

#### **Objectives**

To undertake work/care/support programmes in order to enable access to learning for learners and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

#### **Range of Duties**

##### **1. Support for the Learners**

- 1.1 Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- 1.2 Establish constructive relationships with students and interact according to individual needs.
- 1.3 Promote the inclusion and acceptance of all students.
- 1.4 Encourage students to interact with others and engage in activities led by the teacher.
- 1.5 Set challenging and demanding expectations and promote self-esteem and independence.
- 1.6 Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- 1.7 Assist with the development and implementation of Provision Plans and Personal Care programmes.

##### **2. Support for the Teacher**

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- 2.2 Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- 2.3 Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- 2.4 Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- 2.5 Establish constructive relationships with parents/carers.
- 2.6 Provide clerical/admin support e.g. photocopying, typing, filing, money, coursework etc.
- 2.7 Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- 2.8 Assist with the planning of learning activities.

- 2.9 Administer routine tests and invigilate exams and undertake routine marking of students' work.

### 3. Support for the Curriculum

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- 3.2 Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- 3.3 Support the use of ICT in learning activities and develop students' competence and independence in its use.
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

### 4. Support for the Academy

- 4.1 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.
- 4.2 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos/work/aims of the Academy.
- 4.4 Appreciate and support the role of other professionals.
- 4.5 Attend and participate in relevant meetings as required
- 4.6 Participate in training and other learning activities and performance development/appraisal as required.
- 4.7 Assist with the supervision of students out of lesson times.
- 4.8 Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher.

### Responsibility for assets, materials etc.

- A responsibility to maintain the confidential nature of information relating to the Academy and its students.
- The provision, use and storage of equipment and materials prepared by the post holder and used by the students with whom the post holder is working.
- General responsibility for the care of all equipment and materials within the classroom/designated area.

### General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students

- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Equality Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures and other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review

### Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	GCSE English and Maths Level C or above or equivalent NVQ Level 2 for Teaching Assistants (Supporting Teaching & Learning) or equivalent qualifications or experience	NVQ 3 for Teaching Assistants (Supporting Teaching & Learning) Experience of working as a Teaching Assistant	Application Form References
<b>Experience</b>	Working with learners of relevant age or relevant experience, e.g. voluntary organisation, parental caring experience. Ability to demonstrate behaviour management skills	Experience of working in a team situation. Experience of working in a school supporting children with additional or special educational needs	Application Form References Interview
<b>Specialist Knowledge</b>	Understanding of child development and learning.	An understanding of the issues relating to inclusion	Application Form References Interview
<b>Practical/Intellectual Skills</b>	Effective communication Good organisational skills Excellent literacy/numeracy skills Ability to use relevant technology		Application Form References Interview
<b>Disposition/Attitude</b>	Commitment to equal		Application

	opportunities Commitment to team work Hardworking, imaginative and adaptable Respect confidentiality Friendly and approachable Ability to remain calm under pressure		Form References Interview
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