

## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant

**Grade:** 6

**Salary Range:** SP18 – SP22

**Responsible to:** Headteacher

**Responsible for:** None

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### **Job Purpose**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

### **Key External Contacts**

Parents, carers

### **Key Internal Contacts**

Headteacher, teaching and support staff, pupils;

### **Duties and Responsibilities**

#### **Supporting the Pupils**

1. Use specialist (curricular/learning) skills/training/experience to support pupils;
2. Assist with the development and implementation of IEPs;
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations;
4. Promote the inclusion and acceptance of all pupils within the classroom;
5. Support pupils consistently whilst recognising and responding to their individual needs;
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities;
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance;
8. Provide feedback to pupils in relation to progress and achievement

#### **Supporting the Teacher**

1. Work with the teacher to establish an appropriate learning environment;
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate;

**Teaching Assistant**

3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives;
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence;
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested;
6. Undertake marking of pupils' work and accurately record achievement/progress;
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed;
9. Administer and assess routine tests and invigilate exams/tests;
10. Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc;

### **Supporting the Curriculum**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs;
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills;
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
4. Help pupils to access learning activities through specialist support;
5. Determine the need for, prepare and maintain general and specialist equipment and resources;

### **Supporting the School**

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;
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
3. Contribute to the overall ethos/work/aims of the school;
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils;
5. Attend and participate in relevant meetings as required;
6. Participate in training and other learning activities and performance development as required;
7. Recognise own strengths and areas of expertise and use these to advise and support others;
8. Provide appropriate guidance and supervision and assist in training and development of staff as appropriate;
9. Undertake planned supervision of pupils out of school hours learning activities;
10. Supervise pupils on visits, trips and out of school activities as required;

## **Responsibilities**

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;
6. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post;

## ***Personal & Professional Development***

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

## **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

### Person Specification - Teaching Assistant

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
<b>Qualifications</b>			
NVQ 3 for Teaching Assistants or equivalent qualification or experience.	✓		A
GSCE English & Maths	✓		A
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	✓		A
Appropriate first aid training	✓		A
<b>Experience</b>			
Experience working with children of relevant age	✓		A/I
	✓		I/T
<b>Skills, knowledge and Understanding</b>			
Able to use ICT effectively to support learning	✓		I
Use of other equipment technology – video, photocopier	✓		I
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.	✓		I
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓		I
Understanding of principles of child development and learning processes.	✓		I
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		I
Ability to relate well to children and adults	✓		I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓		I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

\*I - Interview

T – Test/Presentation

A – Application Form