

JOB DESCRIPTION

Job Title:	Teaching Assistant
Grade:	4
Salary:	SCP 13 - 16
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Headteacher

Statement of Purpose

To work under direct instruction of specialist needs senior staff, usually in the classroom with the teacher. Provide support in addressing the needs of pupils who need particular help to overcome barriers to learning. Assist specialist needs teachers in the following:

Support to Pupils

- Supervise pupils within individual, small group and whole school activities including lunchtime and breaks
- Following individual pupil care programmes, attend to their personal, social, emotional, health and hygiene needs on a daily basis and report any concerns to senior staff.
- Support assessment of pupils and discuss with senior staff.
- Implement Individual Education/ Behaviour Management and Support programmes.
- Support provision for pupils with additional needs.
- Under the direct guidance of senior staff implement and provide support to pupils in relation to their individual needs (e.g. daily exercise programme).

Support for the Teacher

- Support pupils' access to learning using identified and prescribed strategies, resources etc.
- Report back to senior staff pupil responses in order that learning activities may be adjusted as appropriate.
- Under the supervision of senior staff observe pupils' responses and progress against targets set and record using provided systems.
- Contribute to the teacher's recording and reporting of pupils' achievement, progress and other matters. On request gather appropriate evidence.
- Assist in keeping up records and evidence of learning as agreed and with support from senior staff.
- Assist in following and implementing appropriate pupil behaviour management plans and programmes.
- Establish positive relationships with parents/carers and staff.
- Clerical/admin support relating to simple classroom activities. e.g. collecting tuck

Support for the Curriculum

- Implement agreed learning activities/teaching programmes under direction of senior staff.
- Under direction of teacher prepare and use specialist equipment, plans and resources to support pupils.
- Be aware of the need for different teaching and learning approaches that support pupils' access to learning.
- Support pupil's use of ICT in their everyday life, as a means of communication and to access the curriculum

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the Trust's climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP//ASS
	Experience <ul style="list-style-type: none"> • Experience of working with pupils with additional needs. 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • Very good numeracy/literacy skills equivalent to GCSE C and above. • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge, skills and experience). • First aid training as appropriate 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Ability to relate to children and adults • Understanding of areas of learning, e.g., SEN. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Work constructively as part of a team. • Good communication skills. <p>Willing to work towards NVQ Level 2 or recognised equivalent.</p>	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 24/02/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.