

### JOB DESCRIPTION

<b>Post Title</b>	Teaching Assistant ( T & L)	<b>Ref</b>	A8485 (L2)
<b>Grade</b>	4	<b>SCP</b>	13 - 16
<b>Location</b>	St Andrew's School	<b>Dept.</b>	

#### Statement of Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be undertaken in the classroom or outside the main teaching area.

Assist teachers in the following:

#### Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

#### Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.

- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

### Support to Curriculum

- To provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

### Safeguarding

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

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.

### PERSON SPECIFICATION Teaching Assistant (Teaching & Learning) G4

Essential Criteria	Measured By
<p><b><u>Qualifications/Training</u></b></p> <ul style="list-style-type: none"> <li>• Educated to GCSE Level or has equivalent numeracy/literacy skills.</li> <li>• NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).</li> </ul>	AF
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Supporting children's learning in a school or similar setting.</li> </ul>	AF
<p><b><u>Knowledge/Skills</u></b></p> <ul style="list-style-type: none"> <li>• Understanding of relevant policies/codes of practice.</li> </ul>	AF

<ul style="list-style-type: none"> <li>• Understanding of areas of learning, e.g. literacy, numeracy, science, SEN or relevant Key Stage.</li> <li>• Use of other equipment/technology – video, photocopier.</li> <li>• Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>• Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>• Able to communicate effectively orally and in writing.</li> <li>• Effective use of ICT to support learning.</li> <li>• Willing to work towards NVQ Level 3 or recognised equivalent.</li> </ul>	 I  I  AF I
<p><b><u>Behavioural Attributes</u></b></p> <ul style="list-style-type: none"> <li>• Student focused. <ul style="list-style-type: none"> <li>• Has a professional and respectful approach which demonstrates support and shows mutual respect.</li> </ul> </li> <li>• Is able to demonstrate active listening skills. .</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change and is able to generate solutions to issues.</li> <li>• Is able to prioritise and work to deadlines.</li> <li>• 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.</li> </ul>	 AF I
<b>Desirable Criteria</b>	<b>Measured By</b>
<ul style="list-style-type: none"> <li>• PROACT SCIPr or equivalent</li> <li>• Developing level or understanding of Makaton Sign Language</li> <li>• Ability to speak and understand additional language</li> <li>• Willingness to undertake extra curricula activities outside of timetable to enrich the school day</li> </ul>	 AF   I

AF      -Application form                                      I      -Interview                                      PE      -Practical Exercise

**Note 1:**  
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