



Teaching Assistant – Job Description

POST REPORTS TO Line manager & Headteacher
MAIN PURPOSE OF THE JOB <ul style="list-style-type: none">To support teaching & learning activities across the schoolTo provide cover for whole classes when requiredTo support the delivery of the Curriculum
SUMMARY OF PERSONAL DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none">To work under the guidance of teaching / senior staff to implement agreed work programmesTo assist the teacher in the planning cycle and the management & preparation of resourcesTo provide support for teaching staff across the school in an appropriate learning environmentTo assist with the integration of pupils with special educational needs and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basisTo provide cover for whole classesTo be an integral part of the school, working in close partnership with all staff
JOB ACTIVITIES <p>Planning</p> <ul style="list-style-type: none">To assist with the development and implementation of SEN Support PlansTo work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate <p>Monitoring and Assessment</p> <ul style="list-style-type: none">To provide appropriate feedback to pupils in relation to progress and achievement, which may include supporting markingTo monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectivesTo be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested including EHCP and SEND provision.To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed <p>Teaching and Learning / Cover Supervision</p> <ul style="list-style-type: none">To provide cover for whole classes supervising work set in accordance with the school's policy.To maintain order in class and keep pupils on task.To respond to questions and generally assist pupils to undertake set activitiesTo support, assist and supervise children in or outside classes under the direction of the teacher.To deal with any problems or emergencies according to the school's policies and procedures.To collect any completed work after the lesson and return it to the appropriate teacher.To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and on any issues arising.To provide assistance, as required, in the development of learning resources within the school.To assist at break/lunchtime as requiredTo implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needsTo implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skillsTo support the use of ICT in learning activities and develop pupils' competence and independence in its use

- To help pupils to access learning activities through specialist support
- To administer and assess routine tests and invigilate or provide support in exams/tests

General

- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To provide general clerical/admin. support, e.g. produce worksheets for agreed activities etc.
- To promote and support the school's safeguarding policies and practices
- To administer medication and provide first aid

Job description agreed correct by:

Post holder: _____

Date _____

Supervisor: _____

Date _____

St. John's C.E. Primary School
'High standards – through a caring community'



Person Specification: Teaching Assistant Scale 3

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children in a school environment. • Fully committed to inclusion • Ability to build effective relationships with children, parents and colleagues 	<ul style="list-style-type: none"> • Experience of working with children across the school • Working as part of a team • Experience working with children who are at risk of missing education as a result of their SEMH needs 	Application form/Interview
Education and Training	<ul style="list-style-type: none"> • Commitment to own continued professional development • Good level of literacy and numeracy (GCSE Grade C or above) • Good ICT skills 	<ul style="list-style-type: none"> • Childcare related NVQ 2 or equivalent. • Experience in using and delivering intervention programmes • First Aid Certificate • Child-care qualifications • Experience of working with neurodiverse children including those with a PDA profile 	Application form/Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to communicate with pupils, staff and other professionals. • Awareness of children with differing ability and needs. • Ability to use behaviour management strategies • Ability to support the teacher in evaluating pupils' progress • Ability to teach groups of children • Ability to lead and deliver intervention programmes and prepare relevant resources 	<ul style="list-style-type: none"> • Awareness of current developments in education • Awareness of the current provision for children with Special Needs and current developments in SEN • Awareness of teaching phonics, early reading and maths • Willingness to share good practice with other staff/schools • Experience of delivering interventions which support social and emotional development, including therapeutic interventions 	Application form/Interview

<p>Additional Factors</p>	<ul style="list-style-type: none"> • A commitment to help to raise standards of achievement of all pupils. • Willingness to provide cover for whole classes supervising work. • Ability to work as part of a team whilst using own initiative to support teaching and learning and have a degree of flexibility • Lively, enthusiastic and caring. • Good attendance record • Understand basic procedures to ensure the appropriate safeguarding of children • Commitment to contribute to the Christian ethos and values of the school and promote links with the church and local community 	<ul style="list-style-type: none"> • Willingness to contribute to the full life of the school, including PTA Events 	<p>Interview</p>
----------------------------------	--	--	------------------