



Teaching Assistant Job Description

Job Purpose

To support teachers and support staff in delivering high quality teaching, learning and care for children, including those who have specific physical, emotional and educational needs.

Expectations of Role

The key role of the **TEACHING ASSISTANT** is to support children to achieve and succeed in all aspects of their life in school. They will work alongside Senior Staff and Teachers to devise and implement programmes of work that will support children's learning, in and out of the classroom. **TEACHING ASSISTANTS** will actively support the ethos of the school and create a positive climate for learning, providing an excellent role model for the children. **They will take responsibility for the achievement of their Performance Management targets.**

Duties and Responsibilities

The following job description is not exhaustive. It is expected that all teaching assistants will work closely with the senior leadership team to develop the role to reflect the needs and demands of the post.

Under the direction and control of classroom teachers or senior members of staff:

- Plan, supervise and support the teaching and learning activities of individuals or groups of children to facilitate progress and ensure safety.
- Use appropriate skills to undertake those activities necessary to meet the needs of individuals and groups of children to ensure they have access to the full curriculum, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements and development needs, reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and interventions to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Individual Education/ Behaviour Plans and Personal Care Programmes for individuals and groups of children.

Job responsibilities and tasks may include:

At Stivichall Primary School, progression from a Teaching Assistant Grade 2 to Teaching Assistant Grade 3 is dependent on an appropriate position becoming available under the staffing structure. Requirements for a Teaching Assistant Grade 3 include appropriate levels of qualifications, experience and expertise. A Teaching Assistant Grade 3 can expect to have an increased level of responsibility and be increasingly accountable for the outcomes of the pupils they support. This role requires staff to plan, deliver and review learning opportunities for individuals, groups and whole class under the supervision of a more senior member of staff.

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.

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- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
- Keep accurate records of observation, assessment and development of children.
- Model accurate written and spoken standard English to support children's language development.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate.
- Promote pupil independence, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for implementing The National Curriculum
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Build strong professional relationships with parents and carers.
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher with the administration of assessments.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - Assistance with personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - The changing of soiled clothing and its disposal in an appropriate way;
 - Assisting with children's injuries and, where appropriately qualified, administering first aid;
 - Assisting with the administering of medicines under the direction of the appropriate medical staff;
 - Assisting with the identification and monitoring of children's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school, during lunchtime and on the playground.
- Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.

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- Attend and participate in relevant meetings as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.

When working with children who have Special Educational Needs:

- Be aware of children's specific needs following their statement, Education Health and Care Plan (EHCP) or Individual Education/ Behaviour Plan (IEP).
- Following advice from the class teacher or Senior Leadership team to work with a child on a 1:1 or small group.
- Attend and contribute to IEP and annual review meetings as needed.
- Follow provision map allocated by Senior Leadership.
- Identify children's personal and social needs and provide appropriate pastoral care.
- Any other duties and responsibilities within the range of the salary grade assigned by the headteacher and leadership team.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).



Teaching Assistant Person Specification

Job Title: Teaching Assistant	
Knowledge	<ul style="list-style-type: none"> • Understanding of relevant codes of practice/ and legislation • Knowledge of the National Curriculum and/ or Early Years Foundation Stage Curriculum. • Basic understanding of child development and learning • Training in relevant learning strategies
Skills and Abilities	<ul style="list-style-type: none"> • Ability to learn and use new and emerging technologies. • Ability to think creatively and problem solve. • Ability to manage time well and prioritise tasks effectively. • Ability to relate well to children and adults • To work constructively as part of a team • Ability to self-evaluate learning needs and actively seek learning opportunities • Act on training provided and share learning with other staff • Excellent communication skills including written and oral
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with specific special needs
Educational	<ul style="list-style-type: none"> • Good Literacy and Numeracy skills equivalent to NVQ 2 English and Maths • Excellent IT skills including use of school appropriate operating systems • Minimum of NVQ 2 for Teaching Assistants grade 2 and NVQ 3 for Teaching Assistant grade 3 or equivalent qualifications and/or experience
<p>Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</p>	

Reviewed June 2020