

Teaching Assistant

Job Description

Grade 3

Hours of Work: 31.25 hours per week working Monday to Friday from 8.30am to 3.15pm.

Job Summary: To support the classroom teacher with their responsibility for the development and education process in the classroom or in a group setting, by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals students or groups of students to ensure their safety and facilitate in their physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individual students and groups of students, including those students with special educational, physical or emotional needs.
- Monitor individual student's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of students.
- Assist the teacher in the development and implementation of Individual Education Plans and EHCP.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of students as directed.
- Use strategies in liaison with the teacher, to support students to achieve learning goals.
- Establish constructive relationships with students providing feedback to them in relation to progress and achievement as directed.
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate.
- Promote student independence in learning, social and mobility skills, reinforcing the student's self esteem through praise and encouragement, setting challenging and demanding expectations and promote self esteem and independence.
- Ensure that students are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, KS4 and KS5.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.



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- 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 baseline tests.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of students which may include:
 - assist with the administering of medicines under the direction of the appropriate medical staff;
 - assist 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 students outside of lesson times, including before and after school and during lunchtime.
- Assist with group activities within and away from the classroom/school, such as PE and 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.
- Attend and participate in relevant meetings, as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom
- Any other duties and responsibilities within the range of the salary grade.

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



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Person specification

Knowledge	<ul style="list-style-type: none">• Understanding of relevant codes of practice and legislation.• Understanding of child development and learning.• Training in relevant learning strategies.
Skills and Abilities	<ul style="list-style-type: none">• To support the distinctive ethos of this Catholic school.• Ability to relate well to children and adults.• To work constructively as part of a team.• Ability to self evaluate learning needs.• High levels of integrity and professionalism.• Being able to demonstrate positive attitudes, values and behaviours.• Motivated, enthusiastic and flexible.• Effective communication skills.• Excellent administrative and interpersonal skills.• Understanding of learning needs.• Patience.• Good sense of humour.
Experience	<ul style="list-style-type: none">• Experience of working with children of relevant age and/ or with specific special needs
Educational	<ul style="list-style-type: none">• GCSE Grade 4/ C or equivalent in Mathematics and English• NVQII for Teaching Assistants or equivalent qualifications and experience.

