



## Teaching Assistant Job Description and Person Specification

**Days and hours:** Full time – 8.30-3.30pm Monday-Friday, term time only.

**RESPONSIBLE TO:** Deputy Headteacher

### Main purpose

• Work with class teachers to raise the learning and attainment of pupils • Promote pupils' independence, self-esteem and social inclusion • Give support to pupils, some of whom may have special educational needs, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

The key duties include but are not limited to the following:

### KEY DUTIES

#### SUPPORTING THE CLASS TEACHER

- To work as part of the team to ensure that the wellbeing and personal development of the pupils enhances their learning opportunities and life skills.
- To provide regular feedback to the class teacher about the pupil's difficulties and progress.
- When necessary, to contribute to a pupil's annual review by writing a brief report and attending the meeting.

#### SUPPORTING THE SCHOOL

- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the class teacher, SENCO and leadership team.

### GENERAL DUTIES

- To perform such other duties as may be requested from time to time, commensurate with the role.
- To promote equality, diversity and inclusion.
- Comply with and support the implementation of all school policies.
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

## **PERSONAL DUTIES**

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.
- Ensure high standards are maintained, progressed and promoted in all areas of work.
- To undertake appropriate professional development and positively participate in the appraisal of own performance.
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.
- Attendance at meetings as appropriate.

### **Equal Opportunities**

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

## **Performance management**

Performance management assessment will be based on the responsibilities listed above and judgements will be made against specific criteria as agreed, as part of the school's performance management cycle. The Office Manager will manage the person in this post.

## **EQUALITY OPPORTUNITY**

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

## **SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

The above job description was agreed June 2024. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

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Signed by (Post holder)

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Signed by (Head teacher)

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience and Knowledge</b>	<p>Have experience of working with children from 5-11.</p> <ul style="list-style-type: none"> <li>• Have an interest in how children learn and behave.</li> <li>• Provide appropriate role models of behaviour both in the classroom and around school.</li> <li>• Really care about children but particularly those who find learning and managing their behaviour difficult.</li> </ul>	<ul style="list-style-type: none"> <li>• Have experience with working with children with special educational needs.</li> </ul>
<b>Education and Qualifications</b>	<p>Have GCSE level or equivalent in Maths and English</p> <p>Have or be working towards Level 3 Teaching Assistant training</p>	<p>Additional training or qualification in working with children with additional needs.</p>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Undertake tasks under the direction of the Class Teacher, SENCO or leadership team.</li> <li>• Plan and prioritise tasks and work under the pressure of a busy inclusive school.</li> <li>• Communicate effectively and appropriately to pupils with different abilities and backgrounds.</li> <li>• Motivate pupils to learn.</li> <li>• Motivate pupils to be sociable.</li> <li>• Assist with the organisation of the learning environment.</li> <li>• Maintain records of the pupils.</li> <li>• Work effectively with other adults in the school and wider community.</li> <li>• Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary.</li> <li>• Be computer literate.</li> <li>• Attend training courses considered appropriate for the post.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good communication skills written and verbal.</li> <li>• Good organisational skills.</li> <li>• A positive role model of professional practice and conduct of others.</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training and identify own development needs.</li> </ul> <p>Committed to ongoing CPD and Professional development.</p>	Training in literacy/numeracy difficulties.
<b>Attributes and Attitudes</b>	<ul style="list-style-type: none"> <li>• Be productive, creative and show initiative.</li> <li>• Be a responsible and trustworthy role model.</li> <li>• Have patience with children who have difficulties with communication and interaction.</li> <li>• Have patience, be flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might present.</li> <li>• Flexible approach and positive attitude towards work.</li> <li>• Punctual and reliable.</li> <li>• Ability to adapt to changes in the workplace.</li> </ul>	
<b>Equality, diversity and inclusion</b>	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application.	
<b>Safeguarding</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students. Ability to form and maintain appropriate relationships and personal boundaries with students.	