

Teaching Assistant Job Description

Salary Grade: C
Title: Teaching Assistant
Reporting to: Headteacher

Main purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work. To meet the needs of pupils with specific special education needs.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third-party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Support for pupils:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Encourage acceptance and inclusion of all pupils and model this for others.
- Assist with the assessment, monitoring and recording of children's progress, health, behaviour, and general wellbeing. To feed back any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- implement behaviour management policies in accordance with guidance provided by the teacher

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, , Foundation Stage curriculum, etc, - recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the school and Trust:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime/breaktimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene, intimate care and physical needs of children with regard to health and safety as required.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Teaching Assistant Person Specification

Essential	Assessed through
Good English and Maths Skills (GCSE Grade C equivalents or above)	Application
NVQ 2 for Teaching Assistants or equivalent qualifications/experience	Application
Good understanding of child development, learning and special educational needs	Application/interview
Ability to form positive relationships with children with social, emotional and mental health needs	Application
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good ICT skills	Application/references
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
A genuine love of teaching and rapport with children	Interview
Commitment to further professional development and learning	Application/references
A sense of humour	References/interview
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
Desirable	Assessed through
Evidence of a willingness to contribute to extra-curricular and enrichment programme	Application/references/interview
Teaching qualification	Application

Understanding of relevant policies/codes of practice and awareness of relevant legislation	References/interview
A working knowledge of the National Curriculum	Application /references
Prior experience of working in a school setting	Application/References/Interview