



Job title: Teaching assistant (TA)

Salary: TBC

Hours: 32.5 hours

Contract type: Full time. Fixed term

Reporting to: SENDCo / Assistant SENDCo

Main purpose

The TA will:

- › Work with class teachers to raise the learning and attainment of students
- › Promote students' independence, self-esteem and social inclusion
- › Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- › Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- › Observe student performance and pass observations on to the class teacher / SENDCo
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance students' learning
- › Undertake any other relevant duties given by the class teacher / SENDCo

Planning

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons, if available
- › In collaboration with individual learners and their parents, have oversight of a caseload of students identified with SEND to include composition and review of their individual learner profile

Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and students, and with parents and carers under the direction of the SENDCo
- › Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › With the SENDCo, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school
- › Perform duties in line with school expectations and with the option for additional paid duties

Health and safety

- › Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents with support from First Aid responders

Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

Personal and professional conduct

- › Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- › Respect individual differences and cultural diversity

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES You may wish to classify these as "essential" or "desirable" depending on your expectations for the role
Qualifications and experience	<ul style="list-style-type: none"> ➤ GCSEs at grades 9 to 4 (A* to C) including English and Maths (or suitable equivalent) ➤ Experience of working with children
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with students and adults ➤ Skills and expertise in understanding the needs of all students ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with students ➤ A commitment to getting the best outcomes for all students and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding student's wellbeing and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
