

## Teaching Assistant Job Description

### Kessingland Church of England Primary Academy

**Pay Range:** Scale C, point 3-4.

**Responsible to the** Headteacher or Deputy Headteacher but works to and with a qualified teacher on a day to day basis.

#### **Job Purpose:**

- Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs.
- Enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

#### **Main duties and responsibilities**

- To attend to the personal and social needs of pupils and any other special requirements.
- Depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions.
- 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.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Build the pupils' confidence and enhance self-esteem actively seek to promote the academic, social and emotional welfare of pupils.
- Build and maintain close and secure relationships with pupils attending to and always ensuring the health and welfare of children.

#### **Support for teachers**

- Attend formal and informal meetings with teachers to contribute to planning lessons and activities.
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the pupils in using them.
- 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 and provide detailed and regular feedback to teachers on pupils' achievement progress and problems.
- Promote good pupil behaviour and, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Assist with the development and implementation of support plans.

### **Support for the curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

### **Support for the school**

- 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.
- Attend and participate in relevant meetings as required and 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 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.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

### Person Specification

Category	Requirements	Essential / Desirable
Experience	<ul style="list-style-type: none"> <li>Experience of working with children of relevant age</li> <li>Experience of working as part of a team</li> <li>Experience of working as a TA within a school setting</li> <li>Experience of working with children with a special educational need</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent in Supporting Teaching and Learning or relevant experience</li> <li>Good Numeracy/Literacy Skills</li> <li>Phonics trained</li> <li>NVQ Level 3 or equivalent in Supporting Teaching and Learning or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>Good verbal communication skills</li> <li>Can use ITC effectively to support learning</li> <li>Awareness of confidentiality</li> <li>Awareness of strategies to manage pupil behaviour</li> <li>Good time management skills</li> <li>An understanding of the varied needs of children as they develop socially and academically</li> <li>Experience in delivering first aid, medication, personal and intimate care</li> <li>Good organisational skills</li> <li>Understanding of issues related to equal opportunities</li> <li>Knowledge of relevant policies/codes of practice and awareness of legislation</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>D</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Have a calm approach and an empathic nature</li> <li>Flexible and approachable</li> <li>A commitment to your own learning and development</li> <li>Patience, understanding, caring</li> <li>Supportive of the Christian ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> </ul>