

Job Description

Post title: Teaching Assistant

Grade: Dependent on experience

Hours: 32.5 hours per week - term time only

Purpose of the post

To carry out a range of learning development, student welfare and administrative tasks to support students and teaching staff in the following key areas:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff and in line with school policies and guidance
- Planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development
- Responsible for the management and development of a specialist area within the school e.g. Special Needs, ASD
- Assessment and recording of pupil progress

Main duties and responsibilities

- To establish a supportive relationship with students and their parents and to promote and reinforce the child's self-esteem whilst promoting independent learning
- To develop strategies to be deployed for the benefit of students and to plan and deliver lessons for individuals and groups of students
- To monitor the impact on pupil progress of teaching strategies used and to identify ways of developing your own assist skills and self-reflection
- To keep relevant teaching staff, the SENCo and Parent Support Adviser fully informed of any issues
- To attend meetings, conferences and courses to gather and share information essential for the efficient operation of pupil support and development within the school
- To be aware of confidential issues linked to pupils, their homes, teachers and school work and to keep confidences as appropriate
- When necessary to assist in a professional manner the running of lessons to ensure that all staff are well informed and all children are given opportunity to make maximum progress
- To cover classes, following an appropriate period of induction, as required

Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
NVQ 3 for Teaching Assistants or equivalent qualifications or experience	✓		Application form
HLTA qualification		✓	
Good numerical and literacy skills to GCSE standard or equivalent	✓		
Experience, knowledge and understanding			
Working with or caring for children of a relevant age	✓		Application form / Interview / Portfolio of work / References
An understanding of specific learning difficulties and or physical impairments.	✓		
Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs	✓		
Training in the relevant learning strategies e.g. literacy.		✓	
Personal attributes and qualities			
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	✓		Interview
Ability to relate well to children and adults	✓		
Display commitment to protection and safeguarding of children and young people	✓		
Respectful and fair	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		