**Job description: Teaching Assistant**

**Salary range H2 £24,027 - £24,790 (pro-rata)**

**Main purpose**

**The TA will: -**

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
* Be required to work either with groups of pupils or to provide one-to-one support to an individual pupil, depending on the needs of the class/school
* Work with pupils with high levels of SEND

**Duties and responsibilities**

**Teaching Assistants in this role may undertake some or all of the following: -**

**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 pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher
* Provide breaktime and lunchtime support, unless otherwise agreed with the Headteacher or Deputy Headteacher.

**Planning: -**

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons

**Working with staff, parents/carers and relevant professionals: -**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and, where appropriate, education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils 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

**Safeguarding and Health and safety: -**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Look after children who are upset or have had accidents

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

**Person Specification**

**Teaching Assistants will meet the following criteria, or be willing to undertake relevant training to meet them: -**

**Qualifications and training: -**

* First-aid training or, where appropriate, paediatric first- aid training.

 **Skills and knowledge: -**

* Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Skills and expertise in understanding the needs of all pupils
* 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 pupils
* 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: -**

* Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
* Capacity to inspire, motivate and challenge children and young people