

Post:	Teaching Assistant
Grade:	Grade 3 SCP 5-7
Responsible to:	Leadership Team
Working Time:	37 hours per week, TTO, Permanent

Job Purpose

- Support pupils to make good progress through high quality childhood provision.
- Lead extra-curricular clubs
- Ensure that the learning environment is stimulating, purposeful, and safe
- Contribute to curriculum planning and development, including quality assurance procedures
- To provide emergency class cover when a teacher is absent

Main responsibilities

- To ensure the smooth running of the class, ensuring all health and safety requirements are being met.

Planning and teaching

- Assist in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- To execute lesson planning by working directly with children to ensure that they make at least good progress
- To develop/maintain/produce/support the provision of specialist equipment and resources as appropriate
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Teach and resource daily sessions and intervention groups.
- To provide a high standard of cover lesson as and when required, ensuring the work set by the classroom teacher is completed.
- To lead extra-curricular provision

Behaviour

- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Have high expectations of behaviour, promoting self-control and independence of all learners.

- Manage behaviour effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils

Assessment

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Assist the teacher with assessment and feedback in line with the school policy
- Be responsible for keeping and updating records as agreed with senior staff, contributing to the review of systems/records as requested
- Update allocated individual development records, maintaining confidentiality at all times such as assessment records and children's care plans

Fulfil wider professional responsibilities

- Develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- To provide support, advice and information to parents/carers and families.
- Work proactively and effectively in collaboration and partnership with professionals from other support services, other agencies and specialist voluntary and independent organisations
- Make a positive contribution to the wider life and ethos of the school
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Contribute to the planning and development of the curriculum, including quality assurance procedures

Professional development

- Regularly review your own performance and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your performance through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Attend staff meetings and INSET days
- Proactively participate with arrangements made in accordance with Appraisal Regulations

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Act within the statutory frameworks
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Perform any reasonable duties as requested by the Headteacher

Signed to indicate agreement..... [Post-holder]

Date.....

Signed [Manager]

Date

Person Specification: Teaching Assistant

	Essential	Desirable
Experience	Evidence of: <ul style="list-style-type: none"> NVQ level 3 for Teaching Assistants or equivalent qualification or experience Recent, impactful experience working in a childhood setting 	Evidence of: <ul style="list-style-type: none"> First Aid qualification
Organisation	Evidence of ability to: <ul style="list-style-type: none"> manage time and prioritise workload effectively identify (potential) problems and address these balance the demands of many responsibilities effectively record and pass on information accurately 	Evidence of ability to: <ul style="list-style-type: none"> organise and manage an area of responsibility
Specialist Skills and Knowledge	Demonstrates: <ul style="list-style-type: none"> child-centred vision for education effective and positive approach to behaviour management ambition for children's outcomes and achievement ability to deliver effective learning opportunities careful consideration of, and ability to provide for, the needs of all children positive impact on pupil outcomes and wellbeing 	
Disposition and attitudes	<ul style="list-style-type: none"> Dedication and drive to provide the best possible educational provision Enthusiasm for childhood education Altruistic approach to supporting children, families and colleagues Advocate of the school's Christian ethos High levels of integrity, resilience and emotional stability Shows initiative, calmness and flexibility when faced with challenging situations Demonstrates reliability and loyalty 	
Specific Requirements	<ul style="list-style-type: none"> Excellent communication skills, including oral, written and use of IT Commitment to safeguarding and promoting the welfare of children Uphold high levels of professional standards at all times Maintain confidentiality in all school matters 	