



## Job Description – Class Teaching Assistant

**JOB TITLE: Class Teaching Assistant**

**REPORTS TO: Year Group Leader**

**SALARY RANGE: H1-H4**

### Main purpose

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher and promote pupil progress and achievement.

### Duties and responsibilities (H1-2)

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher and children. This may be written or verbal feedback.
- Promoting a positive and safe environment to enable children to learn within the classroom
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- The job may include clearing up blood or other bodily fluids of children
- To follow the behaviour policy to assess if children require a reward or consequences. This may be a personalised chart for specific children.

### Additional Duties and responsibilities (H3-4)

- Plan and teach groups or a class of children under the direction of the class teacher for planning support
- Assess their learning and give feedback to the class teacher and children. This may be written or verbal feedback.

### Whole school organisation, strategy and development (H1-2)

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values

#### (H3-4)

- Make a positive contribution to the wider life and ethos of the school, for example
  - o Running an additional club during lunch time or after school

- o Leading on an aspect of the whole school to support the smooth running and effective operation of the school  
e.g. leading on organization of lost property, taking responsibility for a particular display

## **Health, safety and discipline (behaviour) H1-2**

- Promote the safety and wellbeing of pupils
  - o Ensure your classroom environment is well organised and tidy
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment in accordance with the school's policy

### **H3-4**

- Recognise significant behaviours which may fall outside the school's behaviour policy and support a plan to address these for specific children being involved and supporting the goals of the individual support plan

## **Communication and working with colleagues (H1-4)**

- Communicate effectively with pupils, parents and carers
- Check emails daily and respond in a timely fashion if needed
- Read weekly updates given on the school diary and memos
- Develop effective professional relationships with colleagues rooted in the principles of the 7 Habits
- Use the school's electronic recording system (CPOMS) to communicate relevant information and share with appropriate colleagues

## **Personal and professional conduct (at all levels)**

- To engage in and continue ongoing personal development in relation to the 7 Habits of Effective Leadership
- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Uphold public trust in the 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
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## **Management of staff and resources (At all levels)**

- To maintain resources as per the organisation in school; ensure resources are looked after and put away after use

## **Safeguarding (at all levels)**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To maintain up to date knowledge of safeguarding in between planned training
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

## **Person specification**

Criteria	Essential qualities	Desirable qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Experience working within a school setting for a minimum of 6 months (this may be voluntary) – where an aptitude</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification relating to child development</li> <li>• Safeguarding Level 1</li> </ul>

	<p>for working effectively with children can be seen but no experience has been gained this will be reflected in the level of paygrade.</p> <ul style="list-style-type: none"> <li>• Minimum C or equivalent for Maths and English GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Prevent</li> <li>• First Aid</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness or some knowledge of the National Curriculum</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Understands a range of effective behaviour management strategies being able to explain how these are used</li> </ul>	<ul style="list-style-type: none"> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcome for pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Commitment to engaging fully in the Leader in Me /7 Habits</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Maintain an active engagement with current education trends</li> <li>• Receptiveness to new ideas</li> <li>• Create creative solutions to barriers/problems</li> <li>• Use positive reinforcement to create a constructive working environment for everyone</li> <li>• Use positive tone, manner, spoken and body language when communicating to all</li> </ul>