



Job Description

Post Title: Teaching Assistant

Reports to: Deputy Headteacher / Class teacher

Main Purpose of the Job

- To provide expert support for our pupils in (including those with SEND), the class teacher and the wider school community in order to raise standards of achievement for all pupils.
- To work as part of a successful team of classroom practitioners, delivering the highest quality of care and education.
- To contribute to the design and maintenance of an innovative, stimulating, safe and inclusive learning environment.
- To develop and maintain a professional rapport with parents/carers, colleagues and other agencies working with the school, the local community and the Local Authority.
- To contribute and plan for the preparation, delivery and evaluation of memorable learning experiences, that will enhance the children's physical, intellectual, emotional, social and moral development.

Main Duties and Responsibilities

- To supervise and support individual children and groups, under the direction of the class teacher/SENCO, introducing activities and using a range of strategies to support the children in their learning
- To deliver high quality teaching in a small group/intervention environment. For example, focussed activities and/or phonics. To empower pupils to access the curriculum by promoting independence both inside and outside of the classroom.
- To observe pupils' performance and engagement, using the established systems in place to provide effective feedback on pupil progress and learning.
- To help to maintain individual and group records. To contribute to the planning and evaluation of learning activities for individuals and groups, ensuring that their developing needs are met so that they make the highest rates of progress.
- To work collaboratively with colleagues, parents/carers and other professionals to bring about successful outcomes for the children.
- To help prepare and maintain engaging, purposeful supportive learning resources.
- To ensure that the safety and welfare of our pupils is of the utmost importance, providing the highest standards of personal care.

General/Other Responsibilities

- Any other reasonable duties necessary to ensure the smooth and effective running of our School.
- Undertake relevant and appropriate training during contracted hours.



Person Specification

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	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> relevant NVQ Level 2 or 3 current First Aid qualification recent and relevant safeguarding training
Experience of	<ul style="list-style-type: none"> recent/current experience within a primary school 	<ul style="list-style-type: none"> working with SEND children
Knowledge and understanding	<ul style="list-style-type: none"> managing the behaviour of groups of children Understanding of the need for confidentiality Understanding of safeguarding responsibilities in relation to children 	<ul style="list-style-type: none"> understanding of the principles and practices of assessment and how observations can be used effectively to maximise pupil progress understanding of SEND and strategies to support vulnerable pupils
Skills	<ul style="list-style-type: none"> work as part of a group and individually inspire trust and confidence in children encourage high standards of pupil behaviour at all times observe the boundaries of the role, and respect confidential information initiate games and activities appropriate to the age of the children relate to children on their level remain calm 	<ul style="list-style-type: none"> communicate effectively (both orally and in writing) to an appropriate standard recognise behaviour giving cause for concern, and inform teaching staff ability to support pupils' speech, language and communication development able to adapt approaches to meet the needs of all pupils
Personal Characteristics	<ul style="list-style-type: none"> commitment to safeguarding and equality calm under pressure empathetic well-organised ability to work as part of a team able to communicate well with staff and children creative resourceful tolerant good sense of humour! 	