



## **JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant

**RESPONSIBLE TO:** Class Teacher, Inclusion Manager, Head Teacher

**SALARY:** Scale 3

**CONTRACT/HOURS:** 32.50 Hours per week Monday to Friday, term time only (39 weeks per year)

### **SUMMARY OF THE ROLE:**

To work under guidance to implement learning programmes for individuals/groups, which could include those requiring detailed and specialist knowledge in particular areas. Assisting with the planning cycle and the management/ preparation of resources.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To work with the teacher/ SENDCO to establish an appropriate learning environment
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ learning plans as appropriate, and use set targets to support children, and carry out all necessary interventions
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and targets
- To use specialist (curricular/learning) skills to support pupils
- To assist with the development and implementation of learning plans/Provision Maps as appropriate
- To establish productive working relationships with pupils; acting as a role model and setting high expectations
- To promote the inclusion of all pupils within the classroom
- To support pupils consistently, whilst recognising and responding to their individual needs
- To encourage pupils to interact and work co-operatively with others, and engage all pupils in activities
- To promote independence and employ strategies to recognise and reward achievement
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To implement English and Maths programmes and make effective use of opportunities provided by other learning activities to support the development of English and Maths skills

- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To determine the need for, prepare and maintain general and specialist equipment and resources
- To provide feedback to pupils in relation to progress and achievement
- To provide accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records, as agreed with the teacher
- To promote positive values, attitudes and pupil behaviour, dealing promptly with conflicts and incidents in line with the established behaviour policy and encouraging pupils to take responsibility for their own behaviour
- To supervise pupils on educational visits, and out of school activities, as required
- To support playground/break time/lunches and lunch playtime supervision e.g. educational games within employed hours
- Administer first aid, as appropriate

#### **DEVELOPING SELF**

- Undertake training and attend INSET days in accordance with contractual requirements
- Take an active role in own performance management

#### **OTHER DUTIES**

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and GDPR, reporting all concerns to an appropriate person
- To carry out the above duties in accordance with the School's Equal Opportunities Policy

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Headteacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Learning Support Assistant: Person Specification

Factor	Essential	Desirable	Method of assessment
Be passionate about learning and wanting our school to provide the best possible learning experiences for all of our pupils; this includes supporting the provision of learning across our school.			
<b>Safeguarding children</b>			
Committed to ensuring all pupils in our school are kept safe	✓		Application form Interview
Enhanced DBS check	✓		Recruitment checks
Knowledge of safeguarding practice in a school (see DFE: Keeping children safe in education)	✓		Application/Interview
<b>Equal opportunities</b>			
Committed to ensuring that all members of our school community can achieve excellence	✓		Application form Interview
<b>Qualification and experience</b>			
Hold (or working towards) NVQ Level 3 or equivalent	✓		Application form
Experience of working in a school	✓		Application form
Good written communication skills	✓		Application form Task
Good oral communication skills	✓		Interview
<b>Supporting learning</b>			
Ability to lead learning activities with groups of pupils	✓		Task
Ability to explain what pupils have learnt	✓		Interview
Understanding of key factors that enable pupils to learn	✓		Application form Interview
Contribute to learning support plans	✓		Application form Interview
Knowledge of different stages of primary education		✓	Application form Interview
<b>Behavior management</b>			
Able to maintain a positive learning environment	✓		Application form Task
Knowledge of positive strategies to promote excellent learning behaviours	✓		Application form Task Interview
<b>Communication</b>			

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Experience of attending staff / team meetings		✓	<b>Application form</b>
Strong communication with teachers	✓		<b>Interview</b>
Able to manage own time in line with school events	✓		<b>Interview</b>
Understand the need to maintain appropriate confidentiality	✓		<b>Interview</b>
<b>Supporting pupil welfare</b>			
Experience of providing welfare support for pupils (e.g. first aid, if appropriately trained)		✓	<b>Interview</b>
<b>Developing self</b>			
Commitment to own improvement through professional development / further study	✓		<b>Application form Interview</b>