## JOB TITLE: Teaching Assistant

**REPORTS TO:** Headteacher, Class Teacher, SENCO

## BAND: Thurrock Grade B / Havering Band 3

**JOB PURPOSE**

* To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
* To provide support to pupils in a particular curriculum area across the school or support pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
* To work with colleagues to achieve service plan objectives and targets
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

**PRINCIPAL ACCOUNTABILITIES**

* To promote the safeguarding of children and ensure children’s safety at all times.
* Working with individuals or small groups of children under the direction of teaching staff
* Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Establish positive relationships with pupils supported
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
* Support pupils with activities which support literacy and numeracy skills
* Support the use of ICT in the classroom and develop pupils’ competence and independence in its use
* To be involved in planning, organising and implementing IEPs, including attendance at, and contribution to, reviews – if required.
* Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
* Promote positive pupil behaviour in line with school policies and help keep pupils on task
* Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
* Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
* Attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid.
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate
* To assist with the display and presentation of pupils’ work
* To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
* To assist with escorting pupils on educational visits

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ……………… Name in full ……………………. …….

**TA band 3 Person Specification**

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| **General heading** | **Detail** |  |
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working with children in a school/KS3/KS4 environment  Educated to NVQ Level |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| Literacy | At least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Knowledge of basic ICT to support learning |
| **Communication** | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child development  Ability to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the roll |