



Teaching Assistant Job Description & Personal Specification

School:	St Edward's Catholic Primary School
Grade:	Kent Scheme A
	3 days/week
	Term time only
Responsible to:	Headteacher & SENCo

Purpose of the Job:

To work with the Headteacher, teachers, SENCo & SLT as part of a professional team 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.

Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.

Key Duties and Responsibilities:

- Work with individuals or small groups of pupils, across all phases, running and monitoring interventions in the classroom and intervention areas around the school under the direct supervision of teaching staff and provide feedback to the teacher
- 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 with 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.
- Develop an understanding of pupil's individual learning & behavioural needs and provide necessary support.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic IT
- Invigilate exams and tests
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
- Any intimate care, including nappy changing, where medical need dictates.
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist /teacher
- Model and encourage the values of love, respect and achieve in interactions with all members of the school community.

Personal Specification:

Principal Accountabilities

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment, resources, materials etc. are set out on time, as per instructions and used safely to enable pupils to meet their learning targets.
- Assist teacher with learning activities ensuring the health and safety and good behaviour of pupils.
- Support and guide the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work and aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

Necessary Experience

- Good standard of general education (i.e. NVQ level 2 or GCSE equivalent) together with good numeracy and literacy skills.
- The ability to organise and run intervention groups or one-to-one pupil support sessions
- Use of basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

Scope for Impact

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Support staff in schools make a strong contribution to pupil learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupil learning and will have a significant impact on pupil achievement.

Job Context

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher and/or SENCo. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils, providing the opportunity for pupils to self-regulate and reflect on behaviours. They will also provide feedback to other professionals and parents as required.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS Desirable	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE Desirable	Previous experienced of working with children
SKILLS AND ABILITIES	- A positive attitude to pupils learning and behaviour - Excellent communication, listening and observation skills. - Good interpersonal skills. - Ability to embrace new initiatives in a practical way and to manage change effectively - Ability to work effectively both independently and as part of a team - Ability to liaise effectively with external agencies - Numeracy and literacy skills - Basic IT skills - Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. - Good influencing skills to encourage pupils to interact with others and be socially responsible
	Knowledge of policies and procedures relating to:

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	• Child Protection • Health & Safety • Security • Equal Opportunities • Confidentiality • GDPR
QUALITIES	• Ability to maintain and develop good positive, sensitive personal relationships with children, parents, staff, governors and the wider community • Confidential and professional at all times • Effective in time management - Flexibility • Imagination, enthusiasm, approachability and a good sense of humor

Headteacher

Signed:

Date:

Employee

Signed:

Date:

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