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**JOB DESCRIPTION**

**POST TITLE:** Teaching Assistant

**REPORTING TO:** Head of Schools

**SALARY GRADE RANGE:** Cornerstone Support Pay Scale – 1 to 7

**Main purpose**

**The teacher assistant will:**

* Work with class teachers to raise the learning and attainment of pupils.
* Promote pupils’ independence, self-esteem, and social inclusion.
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

**Duties and responsibilities**

**Teaching and learning**

* Develop an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
* Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures.
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
* Help to organise, prepare, and manage the teaching space and resources to help maintain a stimulating and safe learning environment.
* Observe pupil performance and pass observations on to the class teacher.
* Supervise groups of pupils as directed by the teacher.
* Undertake any other relevant duties given by the class teacher.
* Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as appropriate to the level of the role.
* Read and understand lesson plans shared prior to lessons, if available.
* Supervise pupils at play/leisure breaks, at times of transition between lessons and activities, and on arrival at school and before departure.
* Accompanying teaching staff and pupils on visits, residential trips and out of school activities as required and taking responsibility for a small group of children under the supervision of the teacher.

**Whole-school organisation, strategy, and development**

* Use IT tools fully to provide effective and high-quality education, deploying the latest approaches for blended learning.

**Health, safety, and discipline**

* Promote the safety and wellbeing of pupils.
* Look after and support children when directed to meet a pupil’s personal needs

**Professional development**

* Take part in the school’s appraisal procedures.
* Take part in further training and development to improve own professional development and personal effectiveness.
* Where appropriate, take part in the appraisal and professional development of others.
* Regularly review the effectiveness of your role and its impact on pupils’ progress, attainment, and well-being, refining your approaches where necessary responding to advice and feedback from class teachers.

**Communication**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
* Use IT systems efficiently and effectively to communicate and collaborate.
* Respond quickly to emails and messages.
* Provide teachers with clerical / administrative support, as necessary.

**Working with colleagues and other relevant professionals**

* With the class teacher collaborate and work with colleagues, specialist advisory teachers and other relevant professionals to keep them accurately informed of performance and progress or concerns they may have about the pupils they work with.
* Develop effective professional relationships with colleagues.

**Personal and professional conduct**

* 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.
* Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community.
* Respect individual differences and cultural diversity.

**Management of staff and resources**

* Direct and supervise pupils in the appropriate use of resources ensuring they are maintained to a high standard and looked after responsibly.

Other areas of responsibility

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
* To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, fayres & fund raising, open evenings and other activities as they occur in school.
* Administer medication to pupils as authorised or assigned.
* Where needed act as a keyworker to a group of children liaising closely with parents and carers to ensure individual needs are met and to be responsible for completing observations and other such record keeping relating to key children.

Please note that this job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or your line manager.

The post requires you to safeguard and promote the welfare of children in the age range 2 to 11 years as consistent with the ages of students attending this Academy Trust and follow school policies and the staff code of conduct. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change. It may be amended at any time after consultation with you.

# Person specification

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| Criteria | Qualities |
| **Qualifications and experience** | * Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or a willingness to work towards if not already held). * GCSEs at Grades 9 to 4 (A\* to C) including English and maths * Experience of working with children |
| **Skills and knowledge** | * Good literacy and numeracy skills * Good organisational skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Knowledge of how to help adapt and deliver support to meet individual needs * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils * Excellent verbal communication skills * Active listening skills * The ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children * Good ICT skills, particularly using ICT to support learning * Understanding of roles and responsibilities within the classroom and whole school context |
| **Personal qualities** | * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to always maintaining confidentiality * Commitment to safeguarding pupil’s wellbeing and equality |

**SIGNED:** ...............................................................................

Teaching Assistant

**DATED:** ………………………………………………