

Ann Edwards CE Primary School

Job description: Teaching Assistant

Job details

Job title: Teaching Assistant (TA)

Salary: Grade 5 point 11 (£21,748) to Grade 5 point 14 (£23,080)

Hours: 8.30 – 3.20, Monday to Friday, term-time only

Contract type: Fixed-term to 31.8.23

Reporting to: SENDCo

Main purpose

The Teaching Assistant will:

- Work with the class teacher and the SENDCo to deliver the required learning and pastoral support for the children in the class or phase
- Lead specific SEND interventions, pre-teaching and catch-up work for individuals and small groups
- Promote the pupils' independence, self-esteem and social inclusion
- As required, support a specific child through delivering the provision detailed within their My Plan, My Plan Plus or Education and Health Care Plan documents
- Work with the class teacher and the SENDCo to deliver the required learning and pastoral support for a specific child
- Support within the wider class as required

Duties and responsibilities

Teaching and learning

- Demonstrate 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) and those with social, emotional and mental health needs (SEMH), either within the class, group or one-to-one
- 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
- Organise and manage 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 a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Support children's individual health care needs as required
- Undertake any other relevant duties given by the class teacher, SENDCo or leadership team

Planning

- 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, as well as SEND documentation
- Prepare the classroom for lessons and interventions as required
- Plan how they will support the inclusion of pupils in the learning activities

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher and SENDCo, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Support your colleague's health and wellbeing

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education 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

Other areas of responsibility

The TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher 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 line manager.

Ann Edwards CE Primary School

Person Specification: Teaching Assistant

CRITERIA	QUALITIES
Qualifications and experience	<p><u>Essential</u> 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 willingness to work towards a qualification if not already held)</p> <ul style="list-style-type: none"> • GCSEs at grades 9 to 4 (A* to C) including English and maths • Experience of working with children in schools <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of leading interventions • Experience of supporting a child with special educational needs either professionally or in a caring capacity
Skills and knowledge	<ul style="list-style-type: none"> • Excellent verbal communication skills • 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	<ul style="list-style-type: none"> • Strong interpersonal skills • Excellent verbal and written communication • Excellent verbal and written communication • A commitment to educational inclusion • Enjoyment of working with children • Patience • Ability to prioritise • 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 maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • A reflective practitioner • Strong interpersonal skills • Excellent verbal and written communication

Notes:

This job description may be amended at any time in consultation with the potholder.

Last review date: January 2023

Next review date: December 2023

Headteacher: I.Moore

Date: 23rd January 2023