

Teaching Assistant (TA)/Higher Level Teaching Assistant Job Description

Job Title
Teaching Assistant/Higher Level Teaching Assistant
Salary
Grade 15
Responsible to
Headteacher
Hours
32.5 hours per week, term time plus one week Fixed Term

Job Purpose
<p>The TA/HLTA will:</p> <ul style="list-style-type: none"> • assist the class teacher and the SENDCo (where appropriate) in the development of a programme of work and the provision of a stable, caring and supportive learning environment, to enable children to achieve their full learning potential and to facilitate their social and moral development. • work with the class teacher in implementing and developing educational opportunities to maximise the learning potential of all students and those with Additional Educational Needs. • 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

Main responsibilities and duties
<p>Teaching and learning</p> <ul style="list-style-type: none"> • 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 those with special educational needs and disabilities (SEND) • Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning • 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
- Plan and lead interventions as directed by teachers, including pre- and post-assessment and linked record-keeping.
- Teach small groups using plans made by the teacher.
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

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
- Prepare the classroom for lessons

Working with staff, parents/carers and 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
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, 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
- Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Health and safety

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

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

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Key Contacts and Relationships

Headteacher, Senior Teacher, Teachers, Support Staff, Caretaker and Pupils

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Teaching Assistant Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of literacy and numeracy • GCSE English and Maths A-C (or equivalent) • A commitment to further professional development 	<ul style="list-style-type: none"> • Training and knowledge of child development • Training and knowledge of Child Protection and Safeguarding • Paediatric First Aid Qualification
Knowledge, skills and experience	<ul style="list-style-type: none"> • A passion for supporting young people to develop their knowledge and skills in both areas • An ability to communicate effectively, in particular able to explain instructions and activities. • Experience of working with children or young people (or voluntary work). • Experience to effectively use reading, spelling, comprehension and processing assessments and understand standardised scores. • An ability to interpret requests and instructions. • Ability to analyse data and information. • An ability to work constructively as part of a team • Good understanding of literacy difficulties. • Ability to communicate effectively, in particular, able to explain instructions and activities. • Be able to relate effectively with learners and adults. • Flexible approach within the Learning Environment. • Ability to adapt to the needs of individual pupils. • Understand and comply with the need for confidentiality. 	<ul style="list-style-type: none"> • Recent experience of working in a primary school, particularly reception. • Experience in interventions • Able to be creative and innovative in meeting the particular needs of students. • Background knowledge of the EYFS Framework, Development Matters, National Curriculum and general school procedures/policies • Has attended recent child protection training. Demonstrative knowledge of and commitment to a responsibility to keep children safe and protected

	<ul style="list-style-type: none"> • Effective organisational skills. • Ability to use IT to store and retrieve data and support pupils' learning. • Possess skills to undertake general clerical/administrative tasks in relation to the post. • Able to manage time effectively and have a good attendance record. • Background knowledge of the National Curriculum and general school procedures/policies. 	
Interpersonal and communication skills	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Patient, calm and firm when appropriate • Energy and a good sense of humour • Hardworking and creative • Ability to build positive relationships with students and other staff • Uphold and promote the ethos and values of the school and Trust. • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	
Additional requirements	<ul style="list-style-type: none"> • Able to display an awareness, understanding and commitment to the protection and safeguarding of children. • Commitment to maintaining confidentiality, discretions and tact at all times. • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references • Shortlisted candidates will be subject to online checks 	