



NORTHSIDE Primary School



JOB DESCRIPTION Teaching Assistant – Grade D

Purpose of Job

The key purpose of a teaching assistant is supporting the classroom teacher with their responsibility for the development and education of all pupils, including pupils with additional needs within a mainstream school. They will assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues. Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods delivering targeted interventions.

Key accountabilities/duties/responsibilities

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence
- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the preparation of learning activities
- Report pupils' responses to learning activities and record achievement/progress, as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Establish constructive relationships with parents/carers, referring any difficult or contentious issues as appropriate
- Assist with the administration and invigilation of routine tests
- Support teaching /senior staff with routine administration, such as photocopying, typing, filing and administration of children's work

Support for the Curriculum

- Assist with the implementation of structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses

- Assist with the implementation of programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher.
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans or relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of pupils out of lesson times, as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist with special events, such as School Concerts, Plays, Parents' / Carers' consultations

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.

Teaching Assistant

Person Specification

Knowledge, training and experience relevant to the post	Essential /Desirable
<ul style="list-style-type: none"> Educated to GCSE Grade A-C in English and Mathematics or equivalent 	E
<ul style="list-style-type: none"> Likely to have experience of working or volunteering as a Level 1 Teaching Assistant or a similar role 	E
<ul style="list-style-type: none"> Working at the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent) 	E
<ul style="list-style-type: none"> NVQ 2 in Supporting Teaching in Learning and may be working towards NVQ 3 	E
<ul style="list-style-type: none"> Understanding of the national curriculum and relevant school policies 	E
<ul style="list-style-type: none"> Experience of delivering individual or group based support 	E
<ul style="list-style-type: none"> Knowledge of how to apply individual Education, Health and Care Plans and/or other support plans 	E
<ul style="list-style-type: none"> Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour, marking and positive handling 	E
<ul style="list-style-type: none"> Holds a certificate in up-to-date child protection training 	D
<ul style="list-style-type: none"> May undertake training as required, such as first aid training, training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, fire safety training, Team Teach 	D
<ul style="list-style-type: none"> Knowledge of the local community 	D
Planning, organising and controlling skills	
<ul style="list-style-type: none"> Work under the guidance of a teacher 	E
<ul style="list-style-type: none"> Ability to use ICT skills as appropriate for the job 	E
<ul style="list-style-type: none"> Carry out a wider range of duties that are generally specific in nature, for example preparing the classroom or resources for an activity, recording pupil data, displaying pupils' work 	E
<ul style="list-style-type: none"> Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate 	E
<ul style="list-style-type: none"> Participate in planning and evaluating learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour 	E
<ul style="list-style-type: none"> Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical procedures and/or the administering of basic first aid/ medications for which training will have been provided and for which parental/carer permission has been granted) 	E