



JOB DESCRIPTION

Teaching Assistant

1. To have due regard for safeguarding and promoting the welfare of children and young people. To follow all associated child protection and safeguarding policies as adopted by the Academy, and to be proactive in matters relating to health and safety.
2. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first-aid and welfare matters.
3. Supervise and support pupils ensuring their safety and access to learning.
4. Support pupils in respect of local and national learning strategies. e.g. English and maths, early years, as directed by the teacher and senior teacher. Keep records as directed following plans and guidance given.
5. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
6. Encourage pupils to act independently, interact with others, and to engage in activities led by the teacher as appropriate.
7. Provide support for individual students/groups of students inside or outside the classroom including those with additional or special educational needs as well as basic computing support where directed.
8. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
9. Assist with the supervision of pupils from the attached year group out of lesson times, including at lunchtimes and playtimes, carrying out meals and play supervision.
10. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
11. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
12. Provide clerical/admin support e.g. photocopying, typing, filing, laminating, making books etc.
13. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
14. Undertake pupil record keeping as requested.
15. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

16. To meet and exceed expectations of best practice in line with the school's professional code of conduct and changing policies.
17. Set a good example in terms of dress, punctuality and attendance.
18. Attend and participate in relevant meetings as required.
19. Participate in training and other learning activities and performance development as required.
20. Undertake professional duties that may be reasonably assigned by the head teacher and deputy head teacher e.g. to tidy and help organise resources.

PERSON SPECIFICATION:

1. Experience of working with or caring for children of a relevant age.
2. Must have appropriate knowledge of first aid or be willing to undergo relevant training
3. Should have proficient use of basic technology – computers, videos, photocopiers etc.
4. Ability to communicate and relate well to both children and adults.
5. Should seek to enable children to fulfil their potential, offering choice, encouragement and praise.
6. Must understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment.
7. Must be able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
8. Should be able to demonstrate positive, controlled and consistent behaviour even in crisis situations.
9. Should be able to set clear boundaries, maintain personal integrity, and adhere to good practice at all times.