

Job Description

Teaching Assistant

Activity code: 500 Cost Centre: 2TA Department: EDSUP

Job title	Teaching Assistant	Based at	School
Line Manager	Executive Headteacher/Headteacher/Head of School		
Direct Line Management responsibility	None	Indirect Line Management responsibility	None
Frequent working relationships	Pupils, families, teaching staff, school leadership team, school support staff, Central Office		

Main purpose of the role	<p>To take a pro-active role in the support of the educational, social and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.</p> <p>To meet the needs of pupils with specific special education needs, within an ARB or a mainstream setting as required. To work within and to support the vision and ethos of the Trust</p>
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Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. Assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. Establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils including through social times such as break and lunch times.
3. Encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem including supervising and organising play activities that are safe and appropriate for all pupils during social times.
4. Assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use. To support during wet play and lunchtimes, ensuring appropriate play resources are available.
5. Assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision including managing behaviour and interacting positively with pupils encouraging engaging in meaningful activities and managing emergencies that occur. Support in the lunch hall including assisting pupils with preparing for meals, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
6. Accompany children on educational visits and outings as supervised by the Teacher.
7. Assess, monitor and record children's progress in relation to targets, and to feedback to the SENDCO/Teacher with regard to children's progress and the success of targets, including making recommendations for alterations to improve the effectiveness of targets.
8. Assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher, Headteacher or Designated Child Protection Officer as appropriate.
9. Meet with teachers, SENDCOs, appropriate curriculum leaders and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
10. Be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
11. Supervise an individual or small group of children (i.e. interventions grouping) under the overall control of the Teacher.
12. Administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed including remaining aware of children's allergies and intolerances ensuring vigilance when supervising lunches.
13. Carry out administrative tasks associated with all of the above duties as directed by the Teacher.
14. Be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which maybe noted during the course of duty. To update "My concern/CPOMS" safeguarding tool as required.

15. Meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and any associated training received.
16. Meet the needs of incontinent pupils.
17. Meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training (e.g.: Team Teach) and school policies and procedures.
18. Encourage acceptance and inclusion of all pupils.
19. Develop methods of promoting/reinforcing the pupil's self-esteem and to promote independence through the development of self-help skills.

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Prepared by: An Daras Trust

Date: January 2023



Person Specification

Teaching Assistant

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience	✓		✓	✓	
2.	Good levels of literacy and numeracy	✓		✓	✓	
3.	Completion of a Teaching Assistant qualification		✓	✓		
4.	Team Teach trained		✓	✓		

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	At least 2 years' experience of working with children	✓		✓		
2.	Experience of working with children within a classroom environment or similar at different key stages		✓	✓		

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge of a particular area of the curriculum or children's needs (i.e. EYFS, TIS)	✓		✓	✓	
2.	Knowledge of a range of issues relevant to education and child development.		✓	✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Good organisational skills	✓		✓		
2.	Good communication skills	✓		✓	✓	
3.	Basic IT skills		✓	✓		

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Demonstrates awareness & understanding of Keeping Children Safe in Education policies & procedures		✓	✓	✓	

2.	Demonstrates an understanding of the importance of safeguarding children	✓				
2.	Able to prioritise between different demands	✓		✓	✓	
3.	Able to work to deadlines	✓		✓	✓	
4.	Self-motivated, and able to work in a team	✓		✓	✓	
5.	Patient and friendly approach	✓		✓	✓	
6.	Displays an awareness, understanding & commitment to the protection & safeguarding of children & young people	✓		✓	✓	