

JOB DESCRIPTION

School: The Castle School	Grade: D Salary Range: SCP 5-9
Job Title: Teaching Assistant	Responsible to: Head Teacher/Deputy Head

JOB PURPOSE

- To support the teacher / Higher Level Teaching Assistant in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher / Higher Level Teaching Assistant
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team

MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

Working under the direction and supervision of a qualified teacher, Higher Level Teaching Assistant or Head Teacher:

Planning & Expectations

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Promote equal opportunities for all pupils
- Contribute to the planning of opportunities for pupils to learn which may include out-of-school contexts in accordance with school policies and procedure
- To assist the teacher and Higher Level Teaching Assistant / Higher Level Nursery Nurse in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans
- Provide constructive feedback to the pupil and teacher (both verbal and written)

Monitoring & Assessment

- Assist the Teacher / Higher Level Teaching Assistant in evaluating pupils' progress
- Monitor pupils responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc. and provide constructive feedback
- Contribute to maintaining records of pupils progress

Teaching and Learning Activities

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils

- Organise and manage safely the learning activities, the teaching space and resources
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
- To implement agreed work programmes with individuals or groups in or out of the classroom. At level 3 this will require detailed knowledge in particular areas i.e. use of support programmes such as ELS, ALS, FLS, Word Attack, Direct Phonics, Springboard Maths and Booster groups etc.

Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary

General

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents (e.g. at open evenings) as necessary
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher, Higher Level Teaching Assistant or Higher Level Nursery Nurse. This may include:

- Collecting money
- Chasing absences,
- Preparing class lists
- Record keeping and filing
- Producing classroom displays
- Stock taking
- Supporting incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance,
- Collating pupil reports
- Analysing attendance figures
- Administering and invigilating examinations
- Any other duties as directed by the teacher/HLTA that are commensurate with the responsibilities of the role. For Teaching Assistants working in nursery and primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate

SCOPE OF JOB (Budgetary/Resource control, Impact)

- No direct budgetary responsibility

MAIN DUTIES AND RESPONSIBILITIES

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PERSON SPECIFICATION

School: The Castle School	Job Title: Teaching Assistant
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* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>A qualification in english/literacy and mathematics/numeracy equivalent to at least NVQ 2</p> <p>Holds or is working towards the CLANSA or STAC qualification or a relevant NVQ 3</p> <p>3 years+ demonstrable and relevant experience within a school based setting.</p> <p>For Teaching Assistants (SEN) this will include demonstrable and relevant SEN experience</p>	<p>Qualified First Aider</p> <p>Holds a food hygiene certificate</p>
<p>Competence Summary (Knowledge, abilities, skills, experience)</p> <p>Progression through salary grades will depend on worker's ability to demonstrate competencies potentially those arrowed from 'desirable' to 'essential'</p>	<p>Knowledge of the early years curriculum or national curriculum</p> <p>Knowledge of the key factors that can affect the way pupils learn</p> <p>Sound literacy and numeracy skills</p> <p>Ability to make use of ICT to support pupils' learning</p> <p>Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context</p> <p>Demonstrates knowledge of the key factors that can affect the ways pupils learn</p> <p>Good planning and organisational skills</p> <p>Ability to motivate and encourage pupils</p> <p>Awareness of child protection and bullying issues</p> <p>Are of and willing to promote the schools social inclusion policies and practices</p> <p>Ability to use basic technology i.e. photo-copier, computer, video and digital camera</p>	
Work-related Personal Requirements	<p>Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</p>	

	<p>Professionally discreet and able to respect confidentiality</p> <p>Flexible approach to tasks</p> <p>Firm, sensitive and effective approach towards pupil discipline</p> <p>Confident and able to use own initiative</p>	
Other Work Requirements	<p>Patient and resilient</p> <p>Willing to attend evening meetings as required</p>	