

**Teaching Assistant: Person Specification**

**Knowledge and Experience**

* Experience of working with children, ideally in a primary school setting
* Experience of working in an Early Years setting is desirable
* Experience of supporting children with special or additional learning needs, including speech and language development
* Good personal command of the English language (spoken and written) and of maths
* Competent at using IT – experience of using observational assessments would be advantageous

**Skills and Abilities**

* Enjoy working with children and have a desire to be able to support their learning in order that they achieve well and make good progress
* Able to make positive relationships and work collaboratively with colleagues and with children
* Able to inspire and encourage children to feel positive about themselves and their learning
* Able to use initiative and work independently
* Have excellent communication and interpersonal skills
* Able to deal sensitively, confidentially and professionally with all matters that arise in school, promoting a positive school ethos and valuing all members of the school community
* Have good organisational skills, particularly in relation to planning, resourcing and recording work with children

**Personal Qualities**

* Committed to working effectively with children
* Committed to the ethos and values of the school
* Demonstrate a professional approach to all aspects of the job
* Flexible and cooperative
* Positive and enthusiastic
* Patient and calm
* Able to have fun when it is appropriate
* Understand the role and be prepared to accept and deal with new challenges
* Able to manage change
* Willing to support whole school initiatives, recognising that these are being developed to improve opportunities for the pupils and to raise standards.

***September 2019***



**Teaching Assistant: Job Description**

**Responsible to: The Headteacher**

**General Responsibilities**

* To assist teachers with the education, supervision and welfare of all the children in the classes to which they are allocated.
* To share in the responsibility for the well-being and positive behaviour of pupils in the school.
* To share in the responsibility to provide an attractive, stimulating, supportive and secure environment for all.
* To contribute to meetings, discussions and systems to support the work of the school as a whole.
* To take part in in-service training as is deemed necessary for individual or whole school needs.
* To have knowledge and understanding of school policies.
* To carry out a share of supervisory duties in accordance with published schedules.

##### Particular Responsibilities

You may be required to undertake any of the following activities:

* Work with individuals or groups of pupils to support learning;
* Plan or modify work for specific pupils in consultation with teachers;
* Prepare, modify and maintain materials and resources;
* Provide formative feedback to pupils;
* Discuss pupils’ progress and attitude with teachers;
* Work with other professionals such as speech therapists and occupational therapists, as necessary.
* Assist class teachers with maintaining student records.
* Attend INSET closure days and staff meetings if requested;
* Attend Teaching Assistant meetings and training as appropriate;
* Administer First Aid to children, as appropriate, (training provided);
* Care for sick children including cleaning duties (if premises officer not available);
* Supervise pupils at break times/lunch times;
* Accompany groups of pupils within the school grounds, during off-site activities and on school visits;
* Support pupils with special educational needs or disabilities in accordance with Individual Learning Plans, EHCHPs and in consultation with teachers, SENDCo or other professionals;
* Help create and maintain an attractive, tidy and supportive classroom environment;
* Carry out any other duties reasonably appropriate to the job purpose.

###### Health and Safety

Every member of staff has a duty of care and it is therefore incumbent on you to recognise hazards or potential hazards and to make efforts to ensure the health and safety of yourself and others at all times.

###### Confidentiality

Any information gleaned during the course of your duties is totally confidential whether this appertains to school organisation, staff, parents or individual children.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review may take place as part of performance management or at any other time on request.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.