



Teaching Assistant

Post	Teaching Assistant (to support pupil 1:1)
Scale	Grade 5 points 11-14
Relationships	Responsible to: Head and the senior Leadership Team / Classroom teacher Responsible for: Sharing good practice and supporting 1:1 pupil to meet targets set in EHCP Important Internal Relationships: Governors, Head, teaching and support staff and pupils Important external Relationships: Parents, Visitors to the school, support agencies and the Local Authority

Main Purpose of the Job:

- To work under the general instruction and guidance of teaching or senior staff to support all teaching and learning activities in the classroom.
- To deal with personal care needs of pupil, following school procedures.
- To provide appropriate medical interventions eg: First Aid, Emergency medications.
- To follow general instructions and guidance to fully support all teaching and learning activities in the classroom.
- To provide general support to the Class Teacher in the management and organisation of the pupil and the classroom, creating and maintaining a supportive educational environment.
- To positively support the ethos of the school and be aware of and work within the Code of Conduct, school policies and guidelines at all times.
- To actively participate within the whole school team, develop good relationships and promote harmony in the school.

Main Responsibilities:

- Follow instructions and guidance from the Classroom Teacher to provide support for pupil reinforcing their learning and ensuring their understanding.
- To follow the guidelines for individual support, care needs and medical interventions undertaking any required training.
- Develop positive activities for the pupil and establish constructive relationships with them.
- To encourage the pupil to interact and work co-operatively with others and engage in all activities.
- To promote independence and employ strategies to encourage self-reliance and increased self-esteem.
- To contribute to the health and wellbeing of the pupil.
- Be aware of, support diversity, and ensure all pupils have equal access to opportunities to learn and develop.
- To follow written individual EHCP including guidance from external therapists.
- In consultation with the Class Teacher, establish constructive relationships with parents/carers, maintaining a professional relationship at all times.
- To promote positive values, attitudes and good pupil behaviour in line with the School's policy and encourage pupils to take responsibility for their own actions.
- To have basic ICT skills promoting the use of ICT in learning activities.



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- Prepare resources specific to programmes and interventions recommended in the EHCP for lessons ensuring that they are in place and cleared away at the end of the session as appropriate.
- Attend training as directed and incorporate learning within work, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of children. Reporting any concerns to a senior member of staff.
- Follow the Health and Safety procedures to ensure the safety of pupils and staff.

Other Requirements of the Post

- Staff are expected to participate in all aspects of the curriculum and school life
- No annual leave to be taken during term time.
- To understand and follow the principles set out in School Code of Conduct e.g. Attendance Procedures, Mobile Phone Statement etc
- Understanding and working in accordance with the Gloucestershire CC Equal Opportunities, Health & Safety and other relevant policies.
- Undertaking other duties as required by the Teacher, which are considered commensurate with the job purpose and grading.
- Attending appropriate training specific to the pupils needs.
- Maintaining a professional relationship with other members of the team and external support agencies.
- Sharing the authority's commitment in safeguarding and promoting the welfare of children and young people.
- Maintaining confidentiality at all times.

Training can include

- Attending all whole school INSET days/twilight sessions.
- Attending Health & Safety training courses related to the role.
- Attending external training courses, which relate directly to the role

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements, which are commensurate with the job title and grade in line with the School's changing needs.

I understand the duties required of me as described above and acknowledge that I have received a copy of this job description.

Signed:

Printed:

Date:



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Job Specification

Essential	Desirable
Qualifications	
Good maths and English skills	GCSE grade A – C or equivalent in English and Maths
	Working level of Makaton
	ICT qualification
	First Aid qualification
Experience / Knowledge	
Proven successful experience of working or caring with children in an educational setting	Experience of working with children with Down Syndrome
Experience of working with children	Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning
Basic understanding of child development	Knowledge and understanding of the importance of the Health and Safety in schools
Understanding of and commitment to work within the scope of the school's equal opportunities policy	
Knowledge of Foundation and National Curriculum levels and P levels	
Skills / Abilities	
Ability to work constructively as part of a team understanding classroom roles and responsibilities and your own position within those responsibilities.	Ability to provide artistic or creative input
Ability to communicate effectively with a range of people	Able to organise and deliver classroom activities
Good listening skills and the ability to follow instructions	Able to implement a range of Teaching and Learning strategies
Well organised and practical, calm under pressure	General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
Adaptable and flexible approach to work	Understanding of relevant policies/codes of practice and awareness of relevant legislation
Willingness and ability to learn new skills in relation to SEN including medical and personal care needs; the ability to evaluate own learning needs	Effective use of ICT to support learning.
Able to form, relate and maintain appropriate professional relationships and boundaries with children and parents	Use of other equipment technology
Additional Factors	
Commitment to promoting and safeguarding the welfare of children	Ability to monitor and evaluate pupil performance
Have a caring and positive nature	
Prompt and reliable approach to work	
Work in line with the school's behaviour policy	
Willingness to attend and participate in meetings to review pupil progress	
Prepared to undergo training appropriate to the post	

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