



ST IVO SCHOOL

Teaching Assistant

Job Description

Job Title	TEACHING ASSISTANT
Primary Purpose of the Job	To work with and supervise individuals and groups of children under the direction/instruction of teaching staff. The role will enable access to learning for all pupils and provide assistance and support in classroom management and behaviour techniques.
Responsible to	Senco
Principal	Provide support for pupils' across the curriculum, and provide wider support across the school.
Responsibilities	

MAIN DUTIES

1. **Support for the Pupil**

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance and direction of the teacher

2. **Support for the teacher**

- Provide minimal clerical/administration support (e.g photocopying, typing, filing, collecting money etc)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Administer routine standardised tests and invigilate exams
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers.

3. Support for the curriculum

- Undertake structured and agreed learning activities/learning programmes, taking in to account / consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plans
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



ST IVO SCHOOL

Teaching Assistant – Person Specification

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
1.1 Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Application Form/Interview
1.2 Ability to build effective working relationships with all pupils and colleagues	Application Form/Interview
1.3 Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.4 Good personal numeracy and literacy skills	Assessment
1.5 General understanding of school curriculum and other basic learning programmes/techniques (within specified age range/subject area)	Application Form/Interview
1.6 General awareness of inclusion, especially within a school setting	Application Form/Assessment
1.7 Effective use of ICT to support learning	Application Form/Interview
2. Experience/Qualifications/Training etc	
2.1 Minimum of 2 years experience of working with &/or caring for children within specified age range/subject area or NVQ2 or equivalent in teaching assistance	Application Form
2.2 Willingness to participate in relevant training and development opportunities	Interview Application Form/Interview
3. Work Related Circumstances – Professional Values & Practices	
3.1 High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2 Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3 Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4 Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5 Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.6 Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

STAGE TWO

Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
1.1 Experience of resources preparation to support learning programmes	Application Form
1.2 Understanding of other basic technology – video, Photocopier	Application Form
2. Experience/Qualifications/Training etc	
2.1 Minimum of 2 years experience of working with &/or caring for children within specified age range/subject area.	Application Form
2.2 Training in the literacy/numeracy strategy	Application Form
2.3 Training in special educational needs strategies	Application Form
2.4 Willingness to undertake appointed person certificate in First Aid	Interview

Note to Applicants: Please try to show in your application form, how best you meet these requirements