



TEACHING ASSISTANT JOB DESCRIPTION

JOB TITLE:	TEACHING ASSISTANT
Reports to:	Inclusion Lead/SENCo Work under the direction of the class teacher
Weeks/year:	Term Time only including INSET days

General description of the post:

- Support the teacher with their responsibility for the development and education of children in schools including those with special needs.
- Use supervision and care skills to support pupils, including those who have physical, emotional or educational needs.
- Meet the physical needs of children, encouraging and supporting good standards of personal hygiene.
- Under the direction and supervision of the teacher:
 - Assist in the delivery of educational work programmes by participating in day-to-day learning activities including individual work programmes for pupils' special educational needs.
 - Monitor pupil progress and contributes to future planning.
 - Work with small groups of pupils as required and model learning.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- Discuss with, and report back to the teacher on the planning and assessment of pupil work.
- Organise, supervise and maintain the learning environment.
- Plan, deliver and evaluate interventions for small groups or individual children.
- Provide a 1:1 support for children with significant SEND to access the curriculum.
- Meet with outside professionals and feed in any assessment needed.
- Work as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Maintain confidentiality inside and outside the workplace.
- Supervise children at break time and lunch time.
- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health, Safety and Security and Data Protection, respective policies, procedures and codes of conduct and report all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in relevant training and other learning activities and performance management as required.

General Accountabilities

- So far as reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy, departmental policies and codes of practice.
- Work in compliance with Codes of Conduct, Regulation and policies of The Dolphin School and E-ACT, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- To cover for absent colleagues as requested.
- To undertake other duties that the Principal of the school/ academy may reasonably request.

Organisation

- To comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos/work/aims of the school.
- To develop positive relationships and communicate with other agencies/professionals.
- To develop constructive relationships and liaison between managers/teaching staff and associate staff.
- To develop learning relationships with parents/carers.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

TEACHING ASSISTANT PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
Qualifications	GCSEs at Grade C or above in English and maths (or equivalent qualifications). NVQ Level 2 or equivalent relevant to a Teaching Assistant role Recent and relevant professional development.	Any other training relevant to this post e.g. positive behaviour management, Paediatric First Aid, etc. Willing to pursue further qualifications to support own professional development.	<ul style="list-style-type: none"> • Application
Experience	Experience of working effectively supporting children in a learning environment. Understanding of principles of child development and learning processes and barriers to learning	Experience across Primary Phase. Experience of supporting children with SEND: Autism/Dyslexia / Speech Language/ communication / Behaviour training	<ul style="list-style-type: none"> • Application • Interview
Professional Development	Commitment to continuing personal and professional development	Training in SEND Training in Behaviour Management	<ul style="list-style-type: none"> • Application • Interview
Knowledge & Skills	Good level of written and spoken English, numeracy and IT skills. Knowledge of positive behaviour management strategies. Ability to communicate effectively to a range of audiences (verbal, written and using ICT as appropriate). Ability to maintain records and pupil files including evidence of pupil progress A good understanding and working knowledge of the curriculum and how to support pupils.	Wide experience of contributing to learning journals through observations and to implement pupils individual targets Ability to communicate in a language other than English.	<ul style="list-style-type: none"> • Application • Interview • Assessment

	Ability to work in line with the National Teaching and Learning standards.		
Personal Qualities	<p>Energy, patience, a good sense of humour and enthusiasm.</p> <p>Ability to maintain confidentiality and work in line with relevant safeguarding policies and practices</p> <p>The ability to remain calm, be organised and flexible.</p> <p>Ability to work effectively in a team.</p> <p>Willingness to ask for support when necessary.</p> <p>The ability to establish and maintain effective and positive working relationships with parents and carers.</p> <p>Committed to own professionalism development.</p> <p>The ability to maintain effective professional relationships with all members of a team.</p> <p>The ability to take initiative and deal with the unexpected.</p> <p>Experience of working in communities with diverse groups of pupils.</p> <p>Capability to show in the role high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.</p>		<ul style="list-style-type: none"> • Application • Interview • Assessment

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.