**Post Title** Teaching Assistant

**Responsible to** Class Teacher / Headteacher / School Business Manager

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

**The Ideal Candidate**

The ideal candidate will be experienced in facilitating learning for primary age children. They will understand the aims and ethos of West Newcastle Academy and work as part of the WNA team to support all children in achieving their best.

**Job Purpose**

To carry out the professional duties of a Teaching Assistant as circumstances may require and in accordance with the school’s policies under the direction of the headteacher. In addition the Creative Assistant will take a lead in an area of the arts and develop outstanding practice in adults and children alike.

**Duties**

1. Assist in the educational and social development of pupils under the direction and guidance of the class teachers and other staff

2. Assist in the implementation of Individual Learning Plans (ILPs) Individual Education Programmes (IEPs) and Documentation for pupils and assess and record progress

3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities

4. Take part in, and be trained in, Forest School activities

5. Work with other professionals, such as speech therapists and occupational therapists, as necessary

**Areas of Responsibility and Key Tasks**

**(a) General planning, Learning, Teaching and Behaviour Management**

Support the teacher by:

* developing projects which challenge pupils and ensure high levels of interest
* setting appropriate and demanding expectations
* setting and using clear targets which build on prior attainment in IEPs and ILPs
* supporting pupils with individual needs including those with SEN or who are very able
* promoting the inclusion of all pupils ensuring interactions maintain pace, motivation and challenge
* using effective questioning and listening skills
* providing regular feedback about the children to the teacher or other teaching assistants
* maintaining positive behaviour in accordance with the WNA’s procedures and encouraging good home /school relationships to maintain this
* evaluating own practice to improve effectiveness;
* taking account of pupils' needs by providing learning opportunities in which develop the areas of learning identified in IEPs and ILPs
* encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively using a variety of learning and teaching strategies which involve planned adult intervention, first-hand experience and play and talk
* Maintaining positive behaviour in accordance with the WNA’s procedures and encouraging good home /school relationships to maintain this

**b) Monitoring, Assessment, Recording, Reporting**

* assess how well learning objectives have been achieved and use them to improve achievement
* observe learning and document achievement, set target for future progress
* be available for consultation meetings with parents

**c) Other Professional Requirements**

* operate at all times within the stated policies and practices of WNA
* have a specialism(s) to enable exciting and stimulating learning
* establish effective working relationships and set a good example through their presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
* take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
* take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner/local schools
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
* take responsibility for own professional development and duties in relation to school policies and practices
* liaise effectively with parents and governors

**Administrative Duties**

* Prepare and present displays of student's learning
* Support class teachers in preparation, classroom organisation and other tasks in order to support learning and teaching

**PERSON SPECIFICATION**

# **Essential**

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| --- | --- |
| 1 | Experience of working with children |
| 2 | Able to use language and other communication skills that children can understand and relate to. |
| 3 | Able to empathise with the needs of children and in particular able to establish positive relationships with pupils. |
| 4 | Able to consistently and effectively implement agreed behaviour management strategies. |
| 5 | Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs |
| 6 | Able to work within and apply all relevant school policies and schemes of work |
| 7 | Able to work effectively as part of a team |
|  | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * + - motivation to work with children and young people     - ability to form and maintain appropriate relationships and personal boundaries with children and young people     - emotional resilience in working with challenging behaviours     - attitude to use of authority and maintaining discipline.   + able to work in partnership with other agencies |
| 8 | Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency (or already at this level) |
| 9 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

# **Desirable**

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| 1 | Experience of supporting children in a learning environment |
| 2 | Experience of classroom organisation |
| 3 | First Aid Training |

**Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| --- | --- |
| 1 | Enhanced DBS clearance |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | List 99 and/or POCA List (residential establishments only) check |
| 4 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |