

## JOB DESCRIPTION

Job No: TL11

Job Title:	Teaching Assistant		Band / salary:	2
Responsible to:	Deputy Head of School / SENCo		Responsible for:	NIL
Job purpose:	To work under direct supervision to support access to learning for pupils and provide general support to the teachers.			
Resources:	Staff:	None		
	Finance:	None		
	Physical:	Some shared responsibility for school and classroom resources		
	Clients:	Pupils, parents		

### Duties & responsibilities:

1. Attend to the personal needs of pupils including the implementation of personal learning plans and responding to the needs of each individual.
2. Supervise and support pupils in their access of learning, supporting the teacher in the management of pupil behaviour.
3. Establish good relationships with pupils, acting as a role model.
4. Actively promote inclusive practice within the classroom setting to ensure acceptance of all pupils, encouraging pupils to interact with one another.
5. Encourage pupils to engage in, and participate in learning activities lead by the class teacher and to act independently as appropriate.
6. Prepare the classroom prior to a lesson and clear up after, assist with the display of pupils' work, prepare and maintain equipment and resources as directed.
7. Report to the classroom teacher on pupil problems, progress and achievements as directed.
8. Undertake the maintenance of pupil records as directed by the class teacher.
9. Gather information from, and provide information to, parents and carers as directed by the class teacher.
10. Provide the classroom teacher with clerical and admin support e.g. undertaking bulk photocopying, filing.
11. Help pupils to understand instructions.
12. Support pupil learning with respect to all of the local and national learning strategies and in their use of ICT as directed by the class teacher.

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond.

Undertake other duties and responsibilities as required commensurate with the grade of the post.

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the post holder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the post holder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

**Work arrangements**

**Physical requirements:**

None

**Transport requirements:**

None

**Working patterns:**

Week days term time plus 2 days.

**Working conditions:**

Normally indoors.

**(Post holder)**

**(Line Manager)**

PERSON SPECIFICATION

Job Title: Teaching Assistant

Essential:

**Knowledge & Qualifications**  
Excellent numeracy and literacy skills  
NVQ2 in a relevant qualification

**Experience**  
Working with or caring for children of the relevant age  
Following instructions, procedures and policies

**Skills & Competencies**  
Ability to relate well to children and adults  
Ability to work constructively as part of a team  
Understanding of classroom roles and responsibilities  
Judgement to identify straightforward solutions to simple problems

**Physical, mental, emotional & environmental demands**  
Some on-going physical effort, sitting, standing and walking, bending.  
Need to remain alert for periods of up to two hours at a time to monitor pupil activity, learning and health and safety risks  
Emotional issues may be encountered occasionally

Desirable:

**Knowledge & Qualifications**  
Relevant qualifications  
Paediatric First Aid Certificate

**Experience**  
Working within an educational setting

**Skills & Competencies**  
Evidence of having undertaken personal development

**Physical, mental, emotional & environmental demands**