

JOB DESCRIPTION

Job Title:	Teaching Assistant	Grade	Scale 3pt 5-6
Reports to	Headteacher/SLT	Hours	31.25 hrs per week – Term Time Only

MAIN PURPOSE OF THE JOB

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals to enable access to learning for pupils and assist the teacher in the management of the classroom.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Support and help to develop small groups of children
- Support children to reach teacher set targets
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and supportive relationships with parents/carers and pupils
- Provide clerical/admin support eg. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake English & Maths programmes, recording achievement and progress and feeding back to 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

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be willing to support the schools works in the wider community

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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EXPERIENCE

Working with or caring for children of relevant age

QUALIFICATIONS/TRAINING (Essential Requirements)

Good numeracy/literacy skills

NVQ 2 in teaching assistance or equivalent qualifications or experience

QUALIFICATIONS/TRAINING (Desirable Requirements)

Training in the Primary National Curriculum

First aid training/training in specific medical procedures as appropriate

KNOWLEDGE/SKILLS (Essential Requirements)

Effective use of ICT to support learning

Use of other equipment technology - video, photocopier

Knowledge of relevant policies/codes of practice and awareness of relevant legislation

General understanding of national curriculum and other basic learning programmes

Basic understanding of child development and learning

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

APTITUDE

Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with parents/carers, children and visitors

Ability to use initiative

Able to work flexibly adapting to changes in work priorities as needed

Able to maintain confidentiality in all circumstances

EQUAL OPPORTUNITIES

To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

CIRCUMSTANCES

Reliable attendance

Must meet London Borough of Lewisham requirements for the post

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.