

Teaching Assistant James Elliman Academy

Job Description

Reporting to	Principal
Grade	3

Job Purpose

To work with and support the class teacher in supervising and supporting the children across a wide range of activities. To support the class teacher with administrative tasks as and when required (e.g. arranging and preparing resources). To carry out work both inside and outside of the classroom (e.g. small group support).

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

Contribute to the management of pupil behaviour

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour Support Plans
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

Establish and maintain relationships with individuals and groups

- Establish relationships with individuals
- Establish relationships with groups

Support pupils during learning activities

- Provide support for learning activities
- Obtaining equipment
- Providing help with learning tasks
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging students to take responsibility for their own learning and promoting development of self-esteem

Review and develop own professional practice

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

Assist in preparing learning environment

- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

Contribute to maintaining pupil records

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

Observe and report on pupil performance

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

Contribute to planning of learning activities

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity
- Promote social and emotional development of pupils
- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

Support maintenance of pupil safety

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc.
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

Contribute to health and wellbeing of pupils

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance

Support use of ICT in the classroom

- Knowledge of the sorts of equipment available in school and where to find them
- Procedure for reporting technical faults
- Procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Literacy and maths at GCSE grade A-C or NVQ level 2 or equivalent • Able to demonstrate an understanding of the National Curriculum at levels 2 and 2 in maths and English (this can be researched prior to interview) • Proven relevant experience of working with children in an educational setting or similar, including voluntary work or working at home 	<ul style="list-style-type: none"> • Suitably trained to support pupils in Literacy and Numeracy • Able to demonstrate an understanding of other areas in the National Curriculum
Skills & Knowledge	<ul style="list-style-type: none"> • Proven ability to communicate clearly and effectively both verbally and in writing in English • Committed to learning new skills and pursuing professional development • Able to demonstrate an open minded attitude and able to learn from a range of situations relevant to the school environment • Able to deal with confidential information sensitively and appropriately in line with school policy 	<ul style="list-style-type: none"> • Understanding of First Aid procedures. • A basic understanding of principles of child development and learning processes. • Knowledge and understanding of SEN. • Has worked with children in a range of settings, supporting their social and educational development.
Personal Qualities	<ul style="list-style-type: none"> • A patient, caring and nurturing personality, reliable, effective punctual team member whose attendance is reliable • Can act upon children's learning needs • A flexible and 'can do' attitude in most situations • A positive and optimistic attitude • Attitudes and beliefs which mirror the school ethos • Initiative and the ability to work independently • Flexibility and able to work in other year groups in the school if needed • Effective oral and written communication skills. 	<ul style="list-style-type: none"> • Sound IT skills to support learning and maintain electronic information systems.