



TEACHING ASSISTANT (Level 3CLES) JOB DESCRIPTION

Purpose

TEACHER SUPPORT

- Supports the teacher with their responsibility for the development and education of children in schools.

CURRICULUM SUPPORT

- To assist an individual teacher, or teachers, in delivering and evaluating learning and adapting teaching materials to suit the particular requirements of individual pupils and groups with special needs.

PUPIL SUPPORT

- To assist in meeting the pupils' needs including their learning and emotional wellbeing, encouraging independence at all times. To attend to physical care where necessary. To keep them safe.

Reporting primarily to: Class Teacher, with guidance on assisting children with Special Needs from the SENDCo and Assistant Head for Inclusion.

Reporting ultimately to: Deputy Head and Head Teacher

Key Accountabilities and Tasks

Under the direction and supervision of the teacher responsibilities include but are not limited to:

- Assisting in the delivery of educational work programmes by participating in day-to-day learning activities
- Assisting in the delivery of individual work programmes for pupils with Education Health Care plans (EHCP)
- Where required for a pupil with EHCP, to attend to pupils' personal requirements and provide physical care on a daily basis, for example supervising movement around different areas of the school site as necessary; assisting with changing of clothes and toileting/ personal needs
- Monitoring progress and contribute to future planning
- Working with small groups or 1:1 as required
- Discussing with, and reporting back to the teacher on the planning and assessment of pupil work – including written evaluation of progress over time
- Organising and maintaining the learning environment
- Working as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills
- Carrying out administrative tasks

In addition it is essential that all staff;

- Understand and apply school policies
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Be proactive in matters relating to health and safety

Curriculum Support

- Participate, with teaching staff, in the planning and evaluation of learning programmes for individual pupils
- Assist in the preparation and adaptation of teaching materials, as necessary
- Assist in carrying out individual pupil support
- Participate in staff development activities
- Contribute to any multi-disciplinary discussion of the pupil's needs/progress as required

Pupil Support

- Assist in the implementation of Support Plans for students and help monitor their progress
- Attend to the pupil's personal requirements and physical care on a daily basis
- Assist the pupil with tasks related to daily living including medical conditions or physical disabilities
- Accompany the pupil on school visits and follow the risk assessment. The timing of such visits may overrun the normal school day.
- Support the pupil in gaining self-confidence and independence through encouragement and reassurance
- Support the teacher with their responsibility for the development and education of pupils with special needs
- Work with other professionals, such as speech therapists and occupational therapists, as necessary

Midday Supervision

- Proactively supervise children on playground during break time and lunch-hour – encouraging positive co-operative and safe play
- Follow individual support plans as required
- Seek advice, if there are concerns about pupils' safety, from SLT or class teacher
- Supervise the movement of pupils between classrooms, and play and dining areas from the start of the lunch break until classes re-commence and to ensure orderly conduct in the dining area
- Provide midday supervision of pupils both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils

Confidentiality

- Maintain confidentiality inside and outside the workplace
- Follow the school's Online Safety, Safeguarding & Child Protection Policies and Staff Behaviour Code of Conduct

Poolside Assistant (if Required)

Primary Task

- Be available at the poolside at all times that children are in the water to
- Assist the swimming teacher as required
- Observe the children in the pool to ensure their safety, especially when the swimming teacher is focusing on children in another part of the pool
- Assist with the evacuation of the rest of the children from the pool in an emergency (e.g. if the teacher is focusing on a child in distress)

Secondary Tasks

- Supervise behaviour in and around the changing rooms (the children should not need help getting changed but may need encouraging to speed up)
- Ensure the safe passage of each group of children between poolside and changing rooms
- Check changing room floors and mop up excess water
- Assist the swimming teacher as required with administrative tasks

PERSON SPECIFICATION FOR TEACHING ASSISTANT (LEVEL 3CLES)

Competencies

- Able to relate positively with all children
- Good level of written and spoken English
- Good level of mathematical skills
- Have good Computing skills
- Able to adapt learning to meet the needs of individual pupils under the direction of teaching staff
- Able to clarify and explain instructions to pupils
- Able to communicate effectively with pupils and with support from staff
- Able to work with pupils with challenging behaviour and implement strategies as directed by the teaching staff to modify behaviour
- Able to motivate pupils to learn
- Able to assist with the organisation of the learning environment
- Able to undertake tasks under the direction of a teacher
- Able to maintain records and pupil files
- Able to work effectively with adult team members
- To be prepared for a physically demanding role
- To be in sympathy with the school's Christian ethos and values
- Able to maintain confidentiality

Qualifications, Training and Development

- Good general education
- To have gained Maths and English Language GCSEs at grade C or equivalent.

Training and development should include;

- Induction training
- On job training
- Training for specific responsibilities of the post

Courses leading to qualifications can include;

- Foundation Certificate of Professional Practice for Teaching Assistants
- Teaching Assistant/Learning Support qualification at NVQ Level 2

As part of our due diligence process we will carry out an online search of shortlisted candidates.

The successful applicant will be expected to undergo an Enhanced Disclosure and Barring Service Check and an Occupational Health Check.