

## Teaching Assistant (TA2): Job Description

### Responsible to Head of Primary

### Main Responsibilities, Tasks and Duties

**TA 2** -To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

#### KEY TASKS

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own.
2. To establish supportive relationships with the pupil(s) concerned
3. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children's work
5. To support the pupil(s) in developing social skills both in and out of the
6. To support the use of ICT in learning activities
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted
8. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
9. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
10. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
11. To take part in training activities offered by the school and the county to further knowledge (within employed hours)
12. To be willing to support playground/break time supervision
13. To accompany teacher and pupils on educational visits

### *Additional Duties and Involvement*

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

#### **General Expectations**

- To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.
- To perform such other tasks as may reasonably be required by the line manager or by Head of Primary
- Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

#### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

#### **Additional Information**

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head of Primary from time to time, which are commensurate with the grade.

## Teaching Assistant: Person Specification

<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
Experience of supporting students in the Primary Phase	✓	
A willingness to undertake professional qualifications to support the needs of our children	✓	
Experience of supporting children with managing their behaviour	✓	
Evidence of supporting children with emotional needs	✓	
A proven ability to engage with primary aged children	✓	
GCSE English and Maths	✓	
<b>SKILLS AND KNOWLEDGE</b>		
A knowledge and understanding of school curriculum	✓	
A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to inform future planning.		✓
<b>PROFESSIONAL SKILLS</b>		
Able to reflect on and analyse own practice	✓	
High expectations of achievement and behaviour	✓	
Flexibility and desire to work as part of a team	✓	
Good organisational skills in work-related matters	✓	
A good level of ICT skills		✓
A good understanding of the principles of positive behaviour management	✓	
<b>PERSONAL QUALITIES</b>		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience for the children	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to show resilience and sense of humour	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	