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| **JOB TITLE** | Teaching Assistant  |
| **RESPONSIBLE TO** | Headteacher  |
| **SUPERVISES** |  |
| **GRADE** | **G5**  | Hours | 30.75 | Weeks | 38 |

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| **JOB PURPOSE** |
| To work with class teachers to raise the learning and attainment of pupils, promoting their independence, self-esteem and social inclusion. To give support to pupils, individually or in groups, so they can access the curriculum and take part in learning.  |

**MAIN RESPONSIBILITIES**

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|  | Working under the instruction/guidance of teaching or senior staff to undertake work/care/support plans, inside or outside the classroom:  |
|  | **Teaching & Learning**  |
|  | * Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher
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|  | Planning |
|  | * Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons
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|  | Working with staff, parents/carers and relevant professionals |
|  | * Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
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|  | **Professional development**  |
|  | * Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
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|  | To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager |
|  | To actively promote the safeguarding and welfare of pupils at all times working in line with the statutory safeguarding guidance (eg: Keeping Children Safe in Education, Prevent) and the Trust and School Safeguarding and Child Protection Policies.  |
|  | Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |

# Person specification

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| criteria | qualities |
| **Qualifications and training** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
* First-aid training, or willingness to complete it

Add any other experience or training needed |
| **Experience** | * Experience working in a school environment or other educational setting
* Experience working with children / young people
* Experience planning and delivering learning activities
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| **Knowledge and Skills**  | * Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Skills and expertise in understanding the needs of all pupils
* Knowledge of how to help adapt and deliver support to meet individual needs
* Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
* Excellent verbal communication skills
* Active listening skills
* The ability to remain calm in stressful situations
* Knowledge of guidance and requirements around safeguarding children
* Good ICT skills, particularly using ICT to support learning
* Understanding of roles and responsibilities within the classroom and whole school context
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| **Personal qualities** | * Enjoy working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
* Capacity to inspire, motivate and challenge children and young people

Add any other personal qualities you’re looking for |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_