

JOB DESCRIPTION 2019-2022

Job No: TL11

Job Title:	Teaching Assistant	Band / salary:	2
Responsible to:	Deputy Head of School / SENCo	Responsible for:	NIL
Job purpose:	To work under direct supervision to support access to learning for pupils who have English as an additional language, and provide general support to the teachers.		
Resources:	Staff: None		
	Finance: None		
	Physical: Some shared responsibility for school and classroom resources		
	Clients: Pupils, parents		

Duties & responsibilities:

1. Attend to the personal needs of pupils including the implementation of personal learning plans and responding to the needs of each individual.
2. Supervise and support pupils in their access of learning, supporting the teacher in the management of pupil behaviour.
3. Establish good relationships with pupils, acting as a role model.
4. Actively promote inclusive practice within the classroom setting to ensure acceptance of all pupils, encouraging students to interact with one another.
5. Encourage pupils to engage in, and participate in learning activities lead by the class teacher and to act independently as appropriate.
6. Prepare the classroom prior to a lesson and clear up after, assist with the display of pupils' work, prepare and maintain equipment and resources as directed.
7. Report to the classroom teacher on pupil problems, progress and achievements as directed.
8. Undertake the maintenance of pupil records as directed by the class teacher.
9. Gather information from, and provide information to, parents and carers as directed by the class teacher.
10. Provide the classroom teacher with clerical and admin support e.g. undertaking bulk photocopying, filing.
11. Help pupils to understand instructions.
12. Support pupil learning with respect to all of the local and national learning strategies and in their use of ICT as directed by the class teacher.

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond.

Undertake other duties and responsibilities as required commensurate with the grade of the post.

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the post holder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the post holder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

Work arrangements

Physical requirements:

None

Transport requirements:

None

Working patterns:

Week days term time plus 2 days.

Working conditions:

Normally indoors.

(Post holder)

(Line Manager)

PERSON SPECIFICATION

Job Title:

Teaching Assistant

Essential:

Knowledge & Qualifications

Excellent numeracy and literacy skills

Experience

Working with or caring for children of the relevant age

Following instructions, procedures and policies

Skills & Competencies

Ability to relate well to children and adults

Ability to work constructively as part of a team

Understanding of classroom roles and responsibilities

Judgement to identify straightforward solutions to simple problems

Physical, mental, emotional & environmental demands

Some on-going physical effort, sitting, standing and walking, bending.

Need to remain alert for periods of up to two hours at a time to monitor pupil activity, learning and health and safety risks

Emotional issues may be encountered occasionally

Desirable:

Knowledge & Qualifications

Relevant qualifications

Experience

Working within an educational setting

Skills & Competencies

Evidence of having undertaken personal development

Physical, mental, emotional & environmental demands