



## **HILL PARK SCHOOL : JOB DESCRIPTION**

### **TEACHING ASSISTANT**

Responsible to	:	Headteacher	(Overall)
		Class Teachers	(Day-to-Day)
		C/D Teaching Assistants	(Day-to-Day)

### **PURPOSE OF POST/ GENERAL DESCRIPTION**

To work under the instruction and guidance of teacher, teaching assistant (C/D) or senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher or teaching assistant (C/D) in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area

### **PRINCIPAL ACCOUNTABILITIES**

#### **1. SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care / Intimate Care Programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils, including supporting off-site inclusion opportunities
- Encourage pupils to interact with others and engage in activities led by the Teacher/Teaching Assistant (C/D)
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance from the Teacher/Teaching Assistant (C/D)

#### **2. SUPPORT FOR THE TEACHER/TEACHING ASSISTANT (C/D)**

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the Teacher/Teaching Assistant (C/D), to support pupils to achieve learning goals

- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to Teacher/Teaching Assistant (C/D) on pupils' achievement, progress, problems etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Undertake routine annotation of pupils' work
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical / admin support, e.g. photocopying, typing, filing, money, administer coursework etc
- To prepare and clear up after teaching sessions

### **3. SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the Teacher/Teaching Assistant (C/D)
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **4. SUPPORT FOR THE SCHOOL**

- Be aware of, comply with and promote policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference; and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
  - Participate in induction, training and other learning activities and performance development as required
  - Take an active role in your professional development
  - Assist with the supervision of pupils out of lesson times and at lunchtime
  - Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher/Teaching Assistant (C/D)
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You are responsible for ensuring that the School's equalities policy is fully implemented in all areas of your work as is the School's health and safety policy and agreed codes of practice and that you work within the confines of the Data Protection Act.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the School / Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

*Updated June 2018*

## PERSON SPECIFICATION

**POST TITLE:** Teaching Assistant – General – Level B

### CRITERIA

### ESSENTIAL CRITERIA

#### **Job Related Education and Qualifications and Knowledge**

- NVQ 2 for Teaching Assistants or equivalent qualification or experience
- Understanding of relevant policies / codes of practice and awareness of relevant legislation
- General understanding of national / foundation stage curriculum and other basic learning programmes / strategies
- Basic understanding of child development and learning
- Understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people

#### **Experience**

- Experience of working with or caring for children with disabilities and of relevant age
- Experience in the effective use of ICT to support learning

#### **Skills/Abilities**

- Good numeracy / literacy skills
- Ability to relate to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Have emotional resilience in working with challenging behaviours

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

*Updated June 2016*