



JOB DESCRIPTION

Post: Teaching Assistant

Job Purpose: The role of a Teaching Assistant within the school is to contribute to the teaching and learning at the school. The Teaching Assistant will also deliver educational activities to individuals, or groups under the guidance of a teacher enabling pupils at the school to make progress.

Main duties and responsibilities:

Health and Safety:

- To contribute to ensuring that pupils are in a safe environment and that health and safety issues are addressed.
- To have regard to the implementation of the child protection policy at the school.

Staff management:

- To take part in performance management and staff training according to school policies.

Pupil management:

- To maintain good discipline, using the agreed policies and procedures for behaviour management.
- To contribute to the general supervision of pupils at the school.
- Observing and reporting on pupil performance, contributing to maintaining pupil records.
- To plan and deliver programmes of behaviour support to individual pupils in the school.

Curriculum delivery:

- To provide in-class support for pupils at the school.
- To provide one-to-one learning and behaviour support as required for pupils in the school.
- To assist in the planning of work programmes, including suggesting appropriate activities to meet the learning objectives, for individuals and groups of children.





Organisational Monitoring, Evaluation and Planning:

- To contribute to the process of self-evaluation and improvement planning.
- To contribute as a team member to the organisation and development of the school, including attendance at staff meetings.
- Assist in the carrying out of home visits and outdoor activities and visits.
- To maintain day to day records of children at the school.

Special Factors:

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is subject to an Enhanced level check by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 justify a reconsideration of the salary of the post.

JR Education is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.





Person Specification	Essential	Desirable
Qualifications/Experience	Experience of supporting a teacher in a classroom environment and working with children of a relevant age	
	Experience of working with pupils with challenging behaviours	
	Good GCSE grades/NVQ Level 2 in Maths and English as a minimum	
		Experience of working with children on the Autistic Spectrum
Knowledge	The National Curriculum (Keystages 1 and 2)	
	Behaviour Management Strategies	
	Knowledge of child protection and appropriate Health and Safety Regulations	
Skills/Attributes	Ability to work as a team	
	Good communication skills	
	Good organisational skills	
	Good ICT skills	
	Empathy with children	
General Circumstances	Evidence of regular attendance at work	
	Possession of a valid driving licence and access to a vehicle. However a reasonable adjustment will be considered for an applicant with a disability	
	An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations	





Person Specification	Essential	Desirable
Factors not already covered	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	

The requirements of the post as outlined in the person specification will be assessed during the selection process in a variety of ways which may include some/all of the following: - letter of application; application form or CV; test; observation; presentation; interview, documentary evidence (e.g. certificates); references; and medical questionnaire.

