

Job Description

Teaching Assistant

Grade: Teaching Assistant Grade 1 (NJC points 1-4)

Responsible To: Special Educational Needs Co-ordinator (SENCo)

Main Purposes of the Job:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

Main Responsibilities and Tasks:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the Directorate's Health and Safety Policy.

DD June 2019

Person Specification

Teaching Assistant Grade 1

Qualifications and Training

It is essential that the post holder has:

- Excellent Numeracy/Literacy skills
- A good standard of education.

It is **desirable** that the post holder has:

- Attended training or attained qualifications in children related services.
- Attended Teaching Assistant induction training.
- Attended first aid training.

Experience and Knowledge:

It is **essential** that the post holder has:

- Experience of working with children.
- The ability to use ICT effectively to support learning.
- Some working knowledge of relevant policies/codes of practice/legislation.

It is **desirable** that the post holder has:

- Experience of working with children in a school or other learning environment.

Skills and Abilities:

It is **essential** that the post holder has:

- Good communication skills
- Good understanding of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults.
- Ability to manage behaviour effectively.
- The ability to work constructively as part of a team, understanding classroom roles and responsibilities and his/her own position within these.
- The ability and motivation to constantly improve own practice/knowledge through self-evaluation and learning from others.

Additional Factors

It is **essential** that the post holder has:

- Supports all Health and Safety policies in school
- Has a positive, proactive approach to training
- Supports the policies, values and ethos of school.
- Supports the schools equal opportunities policy.
- Presents a good image to the schools customers.