



Teaching Assistant Job Description

Temporary till for this academic year in the first instance

Conditions of Service: NJC for Local Government Services
30 hours per week
TERM-TIME ONLY — 39 weeks per academic year, 195 Days (Pro-rata)
LEAVE ENTITLEMENT — based on 6.6 weeks (7.6 after 5 years)
Temporary for this academic year in the first instance

Point Range: Dependent upon experience and qualifications
TA Level 1 (SCP 2-4) £16,847 - £17,380 pro-rata
TA Level 2 (SCP 5-6): £17,655 - £17,935 pro rata

JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education of children in the Early Years Foundation Stage, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

To support the school through additional paid hours through supervising children during lunch or after-school sessions as required.

There is an opportunity for the right candidate to obtain the necessary qualifications for working in Early Years through the Apprenticeship Scheme.

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction of and within an education plan provided by the classroom teacher:

- Support individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- 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.

- Undertake those activities necessary to foster the intellectual and social development of children.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, barriers and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.
- Contributing to the planning of work to meet the needs of the Early Years Framework and/or National Curriculum and individual needs of pupils and students.
- Contributing to the formulation of Individual Provision Maps including attendance at SEN reviews and other meetings relevant to pupil needs.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- Responsibility for arranging learning aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
 - (v) to assist with the identification and monitoring of children's general health and welfare.
- Helping the teacher with tasks.
- Hearing children read.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.

- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- 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 use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Headteacher/Lead Children's Supervisor.
- To ensure a safe environment (e.g. by reporting broken glass to the Cleaner in Charge).
- To report any minor injuries to children to the designated person (i.e. cuts, bruises).
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area).
- 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 adhere to the schools policies, including the Safeguarding Policy.
- To maintain confidentiality.

QUALIFICATIONS REQUIRED (ESSENTIAL)

Qualified Teaching Assistant Status

GCSE or equivalent qualification in English and Maths.

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English.

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

Classroom teacher/designated supervisor.

PRINCIPAL CONTACTS

Pupils, parents, classroom teacher/supervisor, headteacher, other professional groups, other Teaching Assistants.