



Job Description and Person Specification for Teaching Assistant (TA)

Job Title: Teaching Assistant

Role: To work as part of the Learning Support Inclusion Team in supporting and including students with learning difficulties/disabilities in both individual and small group learning sessions

Reporting to: Assistant Headteacher - SENDCo

Work in partnership with: Teachers and families. You may be required to work with other professionals and senior leaders as requested.

Duties:

In relation to the individual student

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To be involved in keeping records and evaluating identified students' progress.
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- Any other tasks as directed by your line manager which fall within the purview of the post.

Supervision arrangements:

- 6 monthly appraisal by your line manager, possibly more often during probation period.
- Termly formal review of performance with your line manager.
- Regular meetings for team of TA's with the SENDCo.
- Observation of classroom support work by senior leadership.

PERSON SPECIFICATION

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria, **bold text** – in the person specification, in their application form.

Candidates will be expected to demonstrate knowledge and understanding of all the criteria outlined in the person specification (essential and desirable) showing evidence of having applied (or an awareness of how to apply) this in the school context at interview.

PERSON SPECIFICATION: TEACHING ASSISTANT	
KEY KNOWLEDGE, EXPERIENCE, SKILLS AND QUALITIES (essential criteria is in bold text).	
Qualifications and experience	<ul style="list-style-type: none">• Numeracy and literacy qualification at Level 2 or 3 or equivalent• Completion of Teaching Assistant programme of study e.g. NVQ3• Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study, etc.
Experience and Skills	<ul style="list-style-type: none">• Recent experience of working in a school setting• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these• Computer literacy: ability to carry out a variety of general ICT tasks, e.g. upload work• Experience of working with pupils' families and professionals working with them• Basic knowledge of First Aid• Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
Personal Qualities	<ul style="list-style-type: none">• Excellent presentation and inter-personal skills• Excellent time and task management skills