



# JOB DESCRIPTION

## TEACHING ASSISTANT

### REPORT TO

Assistant Head of School

### GRADE

3

### JOB PURPOSE

Carry out professional duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Assistant Head of School

### MAIN RESPONSIBILITIES

Provide Teaching & Learning Support for allocated pupils by:

- Working closely with the Class Teachers to identify learning needs of pupils
- Prepare and deliver interventions to address gaps in learning
- Challenge pupils to strive for improvement
- Model high standards of behavior for pupils
- Liaise with parents & staff to better support the pupils
- Provide specific support for pupils with EHCPs
- Model good standards of attendance and punctuality
- Ensure that time is used effectively to maximise impact on pupils' progress
- Record logs of accidents, incidents or concerns using online systems
- To establish effective working relationships with professional colleges
- Fulfill wider school responsibilities (such as break time duties, supporting school events etc)
- To set a positive example for pupils through personal conduct and behaviour

### EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

### HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

### SAFEGUARDING

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

| PERFORMANCE STANDARDS FRAMEWORK<br>COMPETENCIES ESSENTIAL TO BASIC<br>PERFORMANCE OF THE ROLE | ESSENTIAL | DESIRABLE | ASSESSMENT<br>A – Application Form<br>I – Interview<br>T - Test |
|-----------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------|
| <b>EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS</b>                                            |           |           |                                                                 |
| Educated to GCSE (minimum C Grade or equivalent) in English and Maths                         | ✓         |           | A                                                               |
| Teaching Assistant Qualification                                                              |           | ✓         | A                                                               |
| Willingness to participate in further Continued Professional Development                      |           | ✓         | A                                                               |
| <b>EXPERIENCE</b>                                                                             |           |           |                                                                 |
| Recent experience of working in a school                                                      | ✓         |           | A                                                               |
| Experience of a range of positive behavior management strategies                              |           | ✓         | A/I                                                             |
| Experience of delivering phonics                                                              |           | ✓         | A/I                                                             |
| Experience of supporting children with a variety of needs                                     |           | ✓         | A/I                                                             |
| <b>SKILLS AND KNOWLEDGE</b>                                                                   |           |           |                                                                 |
| Able to communicate effectively with children, parents and staff                              | ✓         |           | A/I                                                             |
| Confidence and ability to use initiative                                                      | ✓         |           | I                                                               |
| Ability to use ICT effectively                                                                |           | ✓         | A/I                                                             |
| <b>GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS</b>                                         |           |           |                                                                 |
| Ability to work well with others                                                              | ✓         |           | A/I                                                             |
| Ability to efficiently manage time                                                            | ✓         |           | A/I                                                             |
| Professionally discreet and respects confidentiality                                          | ✓         |           | A                                                               |