



# 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 COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview 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