



Teaching Assistant

School name: ST ANN'S WELL ACADEMY

Reporting to: HEAD TEACHER

Job description

Strategic purpose

- To support teachers to exemplify excellent classroom practice that results in high standards of learning and achievement for the pupils/students in your care.
- To contribute to establishing a culture that promotes excellence, equality and high expectations of all pupils/students and the lead trust values.
- Under the direction/guidance of teachers, support pupils/students' learning activities, including additional learning needs
- To deliver and review learning activities for individuals and groups of pupils/students in accordance with best practice and national guidelines
- To actively contribute to a safe and happy environment that promotes the welfare of children
- To ensure all safeguarding and child protection policies are adhered to.

Core responsibilities

Support for the teacher

- Support teachers in setting high expectations which inspire, motivate and challenge pupils/students
- Establish a safe and stimulating environment for pupils/students, rooted in mutual respect
- Work closely with classroom teachers to stretch and challenge pupils/students of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils/students.
- Demonstrate knowledge and understanding of how children learn

- Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Ensure that the learning environment, learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards
- To provide general clerical support to the teacher as appropriate, e.g. filing, copying, producing displays

Support for the pupils/students

- Work closely with classroom teachers to develop pupils/students' attainment, progress and outcomes by planning, delivering and reviewing learning activities for individuals or groups of pupils/students
- Support learning activities with pupils/students in a specified group or individuals with special needs, i.e. English as a second language, behavioural/social issues, pupil progress target groups, sensory/physical needs, etc.
- Be aware of pupils/students' capabilities, their prior knowledge and their emerging needs
- Assess and report to teachers on the development, attainment and progress of pupils/students
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in all work produced
- Give pupils/students regular feedback and encourage pupils/students to respond to the feedback.
- Maintain good relationships with pupils/students, exercise appropriate authority, and act decisively when necessary in accordance with the academy's behaviour and safety policies to ensure a purposeful and safe learning environment.
- Escort and supervise pupils/students on educational visits and out of school activities
- Assist pupils/students with personal needs where specifically required

Fulfil wider professional responsibilities

- Develop effective and collaborative professional relationships with colleagues, drawing appropriately on advice and specialist support
- Ensure that parents/carers are well informed about the contribution they can make in supporting their child's learning and wellbeing
- Maintain professional knowledge and understanding by participating in relevant continuous professional development activities
- Contribute to relevant meetings with colleagues/professional partners to support specific pupil/student progress plans
- Contribute to maintaining pupil records in an accurate and timely way, following relevant procedure and ensuring confidentiality at all times to facilitate pupil/student assessment and review
- Invigilate internal and external tests and assessments under formal conditions
- Carry out any such duties as may be reasonably required by the senior leadership team or teacher line manager

Person specification

Qualifications and experience

- Excellent numeracy and literacy skills or qualifications equivalent to NVQ level 2 in Maths and English
- Experience of working with young people in the relevant age groups within a learning environment or with children with additional needs
- Experience of general clerical/administrative work

Knowledge, skills and abilities

- Ability to work well as part of a team.
- An understanding of classroom roles and responsibilities.
- Able to use basic ICT including computer, audio, video equipment and photocopier.
- Ability to relate well to children.
- Ability to relate well to adults.
- Ability to provide necessary personal care to children.
- Ability to successfully complete first aid training as required.
- Ability and willingness to participate in training.
- To be responsible for promoting and safeguarding the welfare of children and young people within

Personal qualities

- Passionate about education
- Approachable, enthusiastic and creative
- Optimistic and positive towards all members of the academy community
- Leads by example, demonstrating integrity, resilience and clarity
- Committed to the L.E.A.D. principles