

POST TITLE: Teaching Assistant (Primary)	GRADE 3
RESPONSIBLE TO: Headteacher	

Responsible for No direct reports

Purpose of role

Under the supervision of the class teacher and/or SENCO, to undertake a range of directed activities to support the educational and development needs of pupils. This will involve assisting teachers with the organisation and maintenance of classroom resources and contributing to the supervision and welfare of pupils throughout the school. Previous HLTA and ELSA experience is desired but not essential. Alternatively, the candidate would be willing to undertake ELSA training and HLTA responsibilities.

Principle Accountabilities

- Supervise and support pupils' ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Establish constructive working relationships with pupils, setting high expectations and acting as a role model.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to teachers/pupils in relation to progress and achievement.
- Supervise majority of the class when the class teacher is working with a specific group of children.
- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general administrative support e.g. produce worksheets for agreed activities, classroom displays of work etc.
- Implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills and feeding back to the teacher, as appropriate
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Undertake planned supervision of pupils' out of normal lesson times, including lunchtimes.
- Supervise pupils on visits, trips and out-of-school activities.

Data Protection and Safeguarding

- The post-holder will always work within the requirements of Data Protection.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will understand their responsibilities in relation to Safeguarding and child protection and undertake required training.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

General

- The post-holder will be committed to continual professional development and undertake any appropriate training provided by the Trust, to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- Contribute to the overall ethos/work/aims of the school and wider Trust.
- Attend and participate in regular meetings, as required.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Teaching Assistant - Primary	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education (5 x GCSE's – English and Maths C or above)	E
A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants or equivalent	D
Qualified first aider	D
Has completed ELSA supervision training	D
Experience	
Minimum of 2 years recent, relevant experience supporting pupils in the classroom	D
Experience of applying a range of strategies to support pupils in the classroom with the minimum of supervision	D
Minimum 2 years recent relevant experience supporting pupils in the classroom with additional needs	D
Has previously had experience of working as a HLTA.	D
Understanding of classroom roles and responsibilities and your own position within these	E
Understanding of principles of child development and learning processes and in particular, barriers to learning	E
Contributing to pupil reviews and reports e.g. PSP, EHC plans etc.	D
Behaviours	
Operates with integrity	E
Committed to continuous professional development	E
Committed to a collaborative team approach	E
Skills	
Natural communicator with the ability to relate well to both pupils and adults	E
Ability to plan and implement effective actions for pupils at risk of underachieving	E
Support a range of pupils in the classroom including those with additional needs	E
Ability to work collaboratively and constructively as part of a team	E
Good use of initiative	E
Ability to supervise a group of pupils	E
Very good IT skills; ability to use IT to support learning	E
Ability to self-evaluate learning needs and actively seek learning opportunities	D
Working knowledge of national curriculum and other relevant learning programmes etc	D