



Roots to
grow



Wings to
fly



St Cuthbert's C of E Junior School

Class TA Job Description

Responsible to: Headteacher, Designated Teachers

Job purpose and scope: To work under guidance of the teacher implementing agreed learning programmes with individual and groups in or out of the classroom.

There will be a requirement for detailed and specialist knowledge in particular areas and to assist the teacher to plan, manage and prepare resources for these sessions.

Organisational Relationships: Responsible to the Head teacher; working to, and with, a qualified class teacher on a daily basis. Liaise with teachers, support staff, health and educational specialists, volunteers and visitors.

Teaching and learning

1. Use their curricular and learning skills to support and assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers.
2. Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
3. Provide consistent support for individual students inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
5. Provide consistent support for all pupils, promoting inclusion, recognising and responding to individual needs.
6. Support students with emotional or behavioural problems and help develop their social skills.
7. Establish productive working relationships with all pupils, setting high expectations and acting as a role model.
8. Encouraging pupils to learn to work cooperatively with their peers and understand the principles of good citizenship in line with the school ethos.
9. Implement the agreed strategies to recognise and reward achievement, providing feedback to the pupils and staff as required.
10. Help pupils to access learning activities through specialist support, encouraging independence through development of competencies.
11. Determine the need for resources, prepare and maintain them as required.
12. Develop cognitive skills of pupils, reinforcing concepts and terminology to assist with understanding of tasks.
13. Encourage discussion of thought processes to promote sharing ideas within groups and to enhance speaking and listening skills.

Supporting the Teacher

1. Assist class teachers with maintaining student records.
2. Support class teachers in photocopying and other tasks in order to support teaching.



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3. Monitor and evaluate pupils response to learning activities through observation, active listening and interaction with the children.
4. Deal promptly with conflicts and incidents in line with school policy and encourage all pupils to take responsibility for their own behaviour.
5. Any other duties from time to time as the head teacher requires.
6. Prepare and present displays of students' work.
7. Promote good pupil behaviour, positive values and attitudes,
8. Liaise with specialists and participate in feedback sessions with specialists or parents as agreed with the teacher.

Standards and quality assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality, interaction with others and attendance.
3. Attend team and staff meetings.
4. Undertake professional duties that may be reasonably assigned by the head teacher.
5. Be proactive in matters relating to health and safety.
6. Be aware of all policies and procedures relating to child protection, data protection and safety and security of all children.

Other duties and responsibilities

Undertake break time playground duties to supervise playground activities.

Take part in external visits and residential experiences to support the pupils.



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Class TA Personal Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Good standard of education, (GCSE grade C and above) <ul style="list-style-type: none"> ◦ including English & Mathematics • NVQ Level 2 Teaching • Assistant qualification in Supporting • Teaching and Learning in schools or CACHE equivalent • Evidence of personal development, training and qualifications • Ability to support pupils with a range of emotional and pastoral needs 	<ul style="list-style-type: none"> • Experience of working in a dynamic environment • Experience of working with children across Key Stage 2
Professional skills	
<ul style="list-style-type: none"> • An excellent professional role model (e.g. maintaining an excellent personal attendance & punctuality record) • Have a range of strategies to use to de-escalate or refocus pupils • Ability to solve problems and effect improvement • Ability to manage time efficiently, prioritise work to meet deadlines • Ability to communicate clearly • Ability to use initiative • Excellent attendance and punctuality • Aspire to become an outstanding member of staff • Willingness to take part in all relevant training and a commitment to one's own professional development 	<ul style="list-style-type: none"> • Good ICT skills • Ability to monitor, record and make basic assessments about individual progress • Be able to self-evaluate learning needs and actively seek training • Demonstrate the ability to learn and adapt from past experience. • Experience in Talk for Writing.
Supporting Pupils	
<ul style="list-style-type: none"> • Confidential & discrete • Calm, supportive patient, understanding manner • Positive, Assertive and confident attitude • An effective team worker, sensitive to the needs of the team • Reliable and trustworthy • Flexible and adaptable • Resilient 	<ul style="list-style-type: none"> • Ability to think of alternative methods of helping children if they are unable to understand procedures



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| <ul style="list-style-type: none">• Have knowledge of the process of behaviour management with children | |
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