Wessex Learning Trust
We Learn Together

Teaching Assistant

Job Description

Post:	Teaching Assistant
Reporting To:	Senior Leadership Team

Job Purpose
To support the class teacher in delivering high-quality learning and care for children. The role involves working with individual pupils, small groups, and the whole class to help ensure every child achieves their full potential. You will also play a key role in the supervision and welfare of pupils during break and lunchtime periods

Key Duties and Responsibilities

Support for Pupils

- Supervise and provide support for pupils ensuring their safety and access to learning activities and playtimes.
- Assist with the development and implementation of Education Support Plans/Behaviour Management Plans or similar.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Support teachers in raising attainment in targeted lessons or subjects by assisting with planning and preparing of lesson materials and learning objectives, under the direction of a member of the teaching staff, for individual pupils, small groups or a whole class.
- Provide continuity by leading the learning for classes in the event of a planned or unplanned absence of a teacher where the post holder has been involved in the planning and preparation of the lessons under the supervision of the teacher.
- Contribute to the planning, monitoring and assessment for pupils, providing systematic feedback to teachers and keeping records.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes and interventions adjusting activities according to pupil responses.

- Undertake programmes linked to local and national learning strategies.
- Support the use of ICT in learning activities and with specific programmes to support learning
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Support special projects and develop a specialist area of expertise within the school in support of learning and curriculum development and PPA time, as directed by the Headteacher.

External visits

- Extend support to curriculum enrichment activities within and outside of school. Ensure the children's safety and enjoyment of these activities, with due regard to the lead teachers plans and assist in any preparation required.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Undertake first aid duties as required with appropriate training.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Additional Duties & Responsibilities:

- The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust agreed child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.

- Participating in training and other learning activities and performance development, as required.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	

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PERSON SPECIFICATION

Categories	Essential	Desirable
Qualifications & Experience		
Good basic education to GCSE level in literacy and numeracy, or the equivalent	✔	
A relevant qualification in Early Years		✔
Experience of working with young children	✔	
Experience of working with children in the First School Years		✔
Experience of working in a school environment	✔	
Experience of working as part of a team	✔	
Experience of organising activities/experiences for children	✔	
Experience of applying targets from individual learning plans		✔
Abilities, skills and knowledge		
Be willing to gain the knowledge of the learning processes and needs of specific children	✔	
Child protection/safeguarding	✔	
Knowledge of acceptable behaviours for children of different ages	✔	
Health and safety	✔	
Equal opportunities and inclusion	✔	
Child development	✔	
Understanding of how to ensure good behaviour through positive reinforcement		✔
Personal Qualities		
Calm and patient	✔	
Empathetic	✔	
Good organisational and communication skills	✔	
Resourceful, reliable and flexible	✔	
High level of tolerance	✔	
Commitment to maintaining confidentiality at all times	✔	