

# St Wystan's School

## Teaching Assistant Job Description

<b>Job Description: Teaching Assistant</b>	
<b>Responsible to:</b>	Headteacher, Deputy Headteacher, SENDCo
<b>Job Overview</b>	To support the form teacher in the smooth running of the classroom, taking an active role in the learning of the pupils.
<b>Duties and Responsibilities:</b>	<p><b>Teaching and learning</b></p> <ul style="list-style-type: none"> <li>• To work closely with form teachers in seeking to provide the highest quality of education and care for all pupils;</li> <li>• To support pupils as required, aiding them to learn as effectively as possible both in whole class, group and 1-1 situations;</li> <li>• To take an active role in contributing to planning and developing resources;</li> <li>• To provide regular feedback about pupils to the teacher;</li> <li>• To monitor, observe and evaluate each pupil's work, in partnership with the teacher;</li> <li>• To liaise with, advise and consult with staff, to support pupils effectively;</li> <li>• To contribute to reviews of children's progress, as appropriate.</li> </ul> <p><b>Pastoral care</b></p> <ul style="list-style-type: none"> <li>• To support and participate in the pastorally strong ethos of the School;</li> <li>• To establish a supportive relationship with pupils and to develop their self-esteem;</li> <li>• To follow the School's behaviour policy, applying it fairly and effectively to all situations;</li> <li>• To read and follow up on weekly pastoral notes pertaining to pupils across the School;</li> <li>• To report pastoral concerns relating to any pupil to the School in a timely manner.</li> </ul> <p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• To take pride in the form room and resources;</li> <li>• To maintain and enhance a stimulating environment, including displays;</li> <li>• To assist with day-to-day form room organisation;</li> <li>• To support with administrative tasks;</li> <li>• To participate in duties, at break and lunchtimes, covering for colleagues if required to do so.</li> </ul> <p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of pupils across the School;</li> <li>• To support the School's responsibility to safeguarding pupils;</li> <li>• To maintain high professional standards of attendance, punctuality, appearance and conduct;</li> <li>• To maintain positive relations with all stakeholders;</li> <li>• To contribute to the School's extra-curricular programme, running</li> </ul>

	<p>1 club per week;</p> <ul style="list-style-type: none"> <li>• To promote the good name and reputation of the School;</li> <li>• To adhere to School policies and procedures;</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately;</li> <li>• To be prompt and punctual, and to work within the hours specified;</li> <li>• To be involved in general school activities, supporting occasionally out of hours as required e.g. Christmas Fair, School production, open days;</li> <li>• To supervise and sometimes teach classes, as required, covering staff absence if necessary;</li> <li>• Any other tasks as directed.</li> </ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• To take responsibility for own continuous professional development, including attending relevant training and CPD;</li> <li>• To participate in the annual performance review process.</li> </ul>
<p><b>Key Skills &amp; Knowledge</b></p>	<ul style="list-style-type: none"> <li>• To be an outstanding classroom practitioner;</li> <li>• To maintain up-to-date knowledge of current educational pedagogy;</li> <li>• To maintain knowledge and understanding of safeguarding procedures;</li> <li>• To understand the role of IT in classrooms and have the confidence to use it.</li> </ul>
<p><b>Personal Competencies &amp; Qualities:</b></p>	<ul style="list-style-type: none"> <li>• To be an enthusiastic individual, possessing drive, energy and commitment;</li> <li>• To have a passion for education and the ability to inspire pupils and staff;</li> <li>• To have the ability to plan, prioritise and manage a varied workload.</li> <li>• To be team focused and prepared to volunteer a helping hand as required;</li> <li>• To commit to the highest standards of educational and pastoral care for all pupils.</li> </ul>
<p><b>Terms &amp; Conditions</b></p>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• Work pattern: 8am-4pm each day, although there is scope for flexibility, to be discussed at interview</li> <li>• To work contracted hours, plus extra-curricular and occasional events calendared for evenings and Saturdays;</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time;</li> <li>• St Wystan’s TA Salary.</li> </ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>• St Wystan’s School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check;</li> <li>• This post will involve regulated activity with children. Please note this means being responsible on a regular basis for teaching, supervising, training, instructing, and caring for children without supervision.</li> </ul>

This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.

<b>Person Specification: Teaching Assistant</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
Qualifications	Teaching assistant qualification  Willingness to undertake further training to continue professional development	Evidence of ongoing professional training  Professional development opportunities/qualifications	Certificates  Application Form Interview
Experience	Teaching assistant experience in a school setting	ELSA experience SEND experience	Application form  Interview  Teaching observation
Skills and Abilities	Excellent classroom practitioner  Experience in delivering interventions  Ability to accommodate different learning styles within teaching  Demonstrate a range of strategies for dealing with a variety of behaviours  Ability to motivate learners through a adaptive and creative approach  Effective communicator	Knowledge of current innovative practice in primary schools  Proven skills and experience of raising attainment for pupils	Application form  Interview  References

<p>Motivation and Personality</p>	<p>Self-motivated</p> <p>Patient, caring and empathetic</p> <p>Team player</p> <p>A sense of humour</p> <p>Able to work effectively with a wide range of fellow professionals</p>		<p>Application form</p> <p>Interview</p>
<p>Educational Values</p>	<p>Commitment to teaching approaches which encourage all children to give their best irrespective of ability, gender, ethnic or social background</p> <p>Recognition of the importance of a stimulating environment</p>		<p>Application form</p> <p>Interview</p>
<p>Other Factors</p>	<p>Eligibility to live and work in the United Kingdom</p> <p>Suitability to work with children</p> <p>Willing to react flexibly to new or unexpected situations</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>DBS and Barred List checks</p>