



TA job description

Employment details	
Job title	Teaching Assistant
Reports to	Headteacher
Hours of work	30hrs per week
Salary	£16,448.73

General duties

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers, CPOMS, Every
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Be proactive in managing pupil behaviour.

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Maintain good working relationships with other staff members and stakeholders, including parents and external agencies e.g. Medina House
- Share expertise and skills with other staff members.
- Participate in meetings as required.

- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the headteacher.
- Work with line managers on timetable arrangements.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the Inclusion Manager with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Provide support to pupils in specialist areas of learning as required.
- Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.
- Determine the need for specialist equipment and resources to support pupils' learning.
- Modify teaching and adapt activities to suit pupils' individual needs.
- Identify ways to improve pupil performance.
- Assess, record and report on the progress of pupils and use this information to extend their learning.

Communication and coordination

- Work closely with teaching staff, other TAs and the Inclusion Manager to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the Inclusion Manager in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
- Liaise with the Inclusion Manager regularly to review the progress of individual pupils with SEND and the overall SEND provision in the school.
- Assist in the coordination and provision of interventions for named pupils or groups of pupils.

Professional development

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development.

TA person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths. 	<ul style="list-style-type: none"> • First aid training. • Safeguarding training. • Evidence of relevant CPD.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of record keeping and monitoring. • Effective oral and written communication skills. • Demonstrable levels of numeracy and literacy. • Excellent communication skills. • Good organisational skills and time management. • Effective problem-solving skills. • The ability to remain calm under pressure. • The ability to be proactive in seeking solutions. • The ability to work with pupils in a professional manner. 	<ul style="list-style-type: none"> • Experience of working with children. • Experience of working in an educational environment. • Experience of working on a one-to-one basis. • Experience working with children and young people with additional needs. • Strong ICT skills. • Experience of teaching individuals, groups and whole classes. • Knowledge of SEND provision. • Experience working with children and young people with additional needs.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Evidence of Safeguarding certification • Knowledge of relevant school policies – <i>can be found on:</i> https://www.queensgateprimary.co.uk/our-school/policies 	<ul style="list-style-type: none"> • Knowledge of areas of legislation relevant to child protection and safeguarding
Personal traits	
The successful candidate will be	
<ul style="list-style-type: none"> • Excellent attendance track record • Able to work independently but also as part of a team. 	

- Dedicated to their practice.
- Punctual and professional.
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Capable of handling demanding workload and successfully prioritising work.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

Additional requirements

The successful candidate will have

- An enhanced DBS check.
- Available references from a previous employer or organisation.