

Nailsworth C of E Primary School

TA JOB DESCRIPTION

Accountable to: Deputy Head Teacher

The appointed person will support the “Together, inspired by the challenge” ethos of the school and will lead children and others by example on key Christian Values that underpin the school ethos. They are Friendship, Perseverance, Forgiveness, Generosity, Compassion, Courage, Respect, Thankfulness, Trust, Justice, Service and Truthfulness.

The successful applicant will carry out the responsibilities of a qualified teaching assistant.

Working independently and under guidance delivering learning, you will:

Assist in preparing a rich learning environment.

- Liaise closely with teachers and management regarding the work set for identified pupils and groups of pupils
- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities.

Contribute to the management of pupil behaviour.

- Support and promote school policies on pupil behaviour.
- Support implementation of appropriate strategies to manage behaviour.
- Contribute to the management of pupil behaviour.
- Employ appropriate strategies in a non-confrontational manner for behaviour management and report any problems to teacher.
- Accurately report challenges and successes of pupils both verbally and in written format for parents/carers and staff.
- Use a range of appropriate strategies to manage disruption and report to teacher any difficulties that you are unable to overcome.
- Identify early indicators of behaviour issues and use proactive interventions to avoid the escalation of poor behaviour.

Establish and Maintain relationships with individuals and groups.

- Establish relationships with identified pupils and other pupils
- Promote the social and emotional development of identified pupils and other pupils.
- Establish and promote constructive relationships with and between identified pupils and their peers, acting as a role model and setting high expectations.
- Work collaboratively with the class teachers

Support identified pupils and other pupils during learning activities

- Provide support for learning activities.
- Obtain equipment to suit the specific needs of identified pupils
- Provide support/challenge with learning tasks
- Feed back to teacher on progress made.
- Promote independent learning
- Encourage identified pupils to take responsibility for their own learning and promoting development of self-esteem.

Review and develop own professional practice.

- Take part in regular review of practice
- Attend relevant courses/ in-service training/literature so to widen understanding of specific need of the individual pupil

Contribute to maintaining pupil records

- Play an integral role in setting targets for identified pupil's targets, implementing strategies to achieve these and reviewing progress.
- Contribute constructively when working with other professional agencies to support all pupils' learning.
- Update relevant records at agreed time intervals.
- Ensure that contributions are accurate, complete and up-to-date.

Observe and report on pupils' performance.

- Knowledge of observation techniques and understanding of types of reporting, including verbal and written.
- Implementation of observations after consultation with teacher about purpose.
- Record findings in agreed format.

Contribute to planning of learning activities.

- To work under the direction of the class teacher to support the planning, preparation and delivery of the National Curriculum
- Understand the most effective way in which to support learning for a given task.
- Understand the needs of the identified pupils.
- Discuss expected learning outcomes with teacher and agree upon success criteria.
- Provide feedback for teacher on outcomes of learning activity.

Promote social and emotional development of pupils.

- Support identified pupils in developing appropriate relationships.
- Promote and develop self-esteem of identified pupils.
- Along with other members of the team, help to resolve difficulties between identified pupils and others amicably and with regard to school policies.

Contribute to health and wellbeing of pupils.

- Show an awareness of strategies for assisting identified pupils to settle into activities.

Liaison with other team members and parents in a professional manner

- Show awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and head teacher.
- Appropriate interaction with teachers and other colleagues and parents/carers.
- Liaisons with parents who express concerns about their child(ren).
- Ensure that parents' requests to see a teacher are dealt with promptly.
- Pass on concerns about pupils to relevant people in the school.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

PERSONAL SPECIFICATION

ESSENTIAL:

- Enthusiastic
- Flexible
- Able to work in a team
- Patient
- Experience of working with children
- Can build good relationships
- Identify children's needs
- Be positive and encouraging
- An excellent role model

ADVANTAGEOUS:

- Confident in the use of ICT