

Teaching Assistant Job Description

POST:	Teaching Assistant
LOCATION:	Oasis Academy Harpur Mount
WORKING PATTERN:	37 hours a week – Term time only
DISCLOSURE LEVEL:	Enhanced

Job Purpose:

- To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs.
- To maintain complete confidentiality on all school matters.
- Provide support for class teachers and help children with their educational and social development, both in and out of the classroom.
- To contribute to the provision for children within a class or year group.
- To contribute to the promotion of the well-being of children within the Academy.
- To promote and safeguard the welfare of children you teach or come into contact with.
- Be responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.
- To supervise children during breaks – both lunch and play

Main duties and responsibilities:

- Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
- Encourage pupils to interact with each other in an appropriate and acceptable manner.
- Promote positive pupil behaviour in line with Academy policies by the use of praise and encouragement.
- Help pupils with toileting and dressing, paying particular attention to hygiene.
- To supervise the children's play involving toys and apparatus and role play under the direction of the teacher.
- To assist with language and other activities under the direction of the teacher.

- To supervise and support the activities of individual and groups of children under the direction of the teacher.
- To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff. Supervise children in the dining area ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Principal or other member of the Senior Leadership Team.
- Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.

- Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities.
- To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- To assist in the recording of lessons and assessment as required by the teacher.
- To take part in training activities offered by the Academy and the county to further knowledge.
- To take part in such activities, including swimming and outings, as may be required.

Teaching Assistant Person Specification

Attributes	Requirement	
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • GCSE/ O-level English and Maths • Experience of establishing positive relationships with children • Experience of preparing basic craft materials for children • Experience of working with children with English as an additional language. • Experience of working with children with Special Educational Needs 	<ul style="list-style-type: none"> • Grade C equivalent GCSE maths and English • A basic knowledge of National Curriculum requirements for the sector • A basic knowledge of Health & Safety requirements in a school environment

<p>Knowledge Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to use language and other communication skills that children can understand and relate to • Ability to demonstrate active listening skills • Ability to empathise with the needs of children • Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher • Ability to work within and apply all Academy policies e.g. behaviour management, Health & Safety, Equal Opportunities, Safeguarding, Confidentiality • Ability to work effectively with colleagues • Ability to maintain confidentiality. • Ability to form and maintain appropriate relationships and personal boundaries with children. • The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English 	<ul style="list-style-type: none"> • Understanding of the role of the class teacher, the parent or carer in developing and maintaining an effective learning environment • Current first aid certificate • Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution • Willingness to work towards NVQ • Basic knowledge of Information Technology e.g. email, word
<p>Work-related Personal Requirements</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children. • Willingness to undergo appropriate checks, including enhanced DBS checks. ☑ Motivation to work with children. • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. • Ability to reflect • Ability to demonstrate patience with firmness.