**Job Description: Teaching Assistant**

**Reports to:** Deputy Head teacher

**Start date:** As soon as possible

**Contract:** Permanent

**Hours:** 24 hours per week, Monday to Friday Term Time only

**The Role**

* To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress
* To provide lunchtime provision which ensures pupils engage in safe and productive play during lunchtime periods

**Key responsibilities**

* To support individuals and groups of pupils to help them learn
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
* To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.
* Engage in purposeful play activities with the pupils whether indoors or outside in accordance with the instructions of the Senior Lunchtime Play and Engagement Leader
* Provide positive and firm control by implementing the school behaviour policy.
* Deal with cases of inappropriate behaviour by pupils or report the incident immediately to the Senior Lunchtime Play and Engagement Leader
* Ensure that any injury or sickness of pupils is reported immediately to the First Aider or and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.)
* Ensure that a healthy and safe environment is maintained for pupils at all time and ensure the hall, playground and surrounding areas are left orderly and clear for school afternoon activities to take place.

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with teachers to assess the needs of individual children
* Work with the SENCo and other teachers to implement Education Health Care Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
* Plan and facilitate small group teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom.
* Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
* Assist pupils' achievement outside of the classroom, e.g., library.

**Other support**

* Supervise pupils in playgrounds, lunchrooms, etc.
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required

**Other**

* Undertake other various responsibilities as directed by the Headteacher and Phase Leader.

**Person Specification: Teaching Assistant**

**Qualification Criteria**

* Certified teaching assistant course or training (desirable)
* Maths and English GCSE or equivalent at grade C or above (essential)
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils at the relevant age
* Experience of the role of a TA/LSA and in particular classroom organisation and management
* Experience of supporting the planning and delivery of the curriculum.

**Behaviours**

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
* Able to follow instructions accurately but make good judgments and lead when required.
* Able to use initiative and imagination to devise games and play activities for children
* Highly organised and efficient: capable of multi-tasking and working at pace
* Positive commitment to pupil welfare
* Genuine passion and a belief in the potential of every pupil

**Specific skills**

* Good communication skills, including written and oral
* Good numeracy and literacy skills
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to lead intervention sessions for pupils after receiving comprehensive training
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
* Understands the importance of confidentiality and discretion.
* Have specific strategies to combat attention seeking
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to contribute to overall school behaviour records and provide feedback
* Ability to work in a team
* Excellent interpersonal skills

**Other desirable training and skills**

* First Aid training
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*