JOB DESCRIPTION

Job Title: Teaching Assistant	Location: The Winchcombe School
Local Authority: West Berkshire	Grade B

JOB PURPOSE

- To support the Teacher/HLTA in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To encourage the social and emotional development of pupils
- To help raise standards of achievement for all pupils
- To encourage all pupils to participate in all aspects of school life
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Classroom Teacher and/or HLTA (day-to-day activities)
To be responsible to the Head Teacher (overall pattern of work)

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified Teacher, Higher Level Teaching Assistant:

Planning & Expectations

Working within school's policies and procedures to:

- Promote equal opportunities for all pupils
- Contribute to discussions, with the teacher and HLTA, on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources/materials
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings as required

Monitoring & Assessment

- Support teachers in evaluating pupil's progress
- Monitor pupils responses to learning and provide feedback
- Contribute to maintaining records of pupils progress

Teaching & Learning Activities

- To deliver speech and language interventions
- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage good behaviour in line with the school's policy and procedures
- Respond to equal opportunities issues as they arise by challenging bullying and harassment and reporting to the teacher/HLTA as necessary

- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Safely manage the learning activities, the teaching space and resources in the school
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
- To help raise standards of achievement for all pupils including use of support programmes such as ELS, ALS, FLS, Little Wandle phonics and Booster groups etc

Professional Values & Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help, advice or guidance when necessary
- To work with individuals or small groups under the supervision of the teacher

General

- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher/HLTA. This may include:

- Chasing absences
- Preparing class lists
- Record keeping and filing
- Produce classroom displays
- Stock taking
- Support to incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Maintaining attendance figures
- Collate pupil reports
- Any other duties as directed by the teacher/HLTA that are commensurate with the responsibilities of the role. For Teaching Assistants working in primary schools this might include assisting children with personal cleanliness, dressing and undressing as appropriate

SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

PERSON SPECIFICATION		
Job Title: Teaching Assistant	The Winchcombe School	

KEY CRITERIA	ESSENTIAL	DESIRABLE	
Qualifications and Training	• Confident in literacy and numeracy skills • Has a minimum of 1 year's relevant experience • Holds or is working towards a relevant NVQ at level 2/3	• Qualified First Aider • Holds a food hygiene certificate	•
Competence Summary (Knowledge, abilities, skills, experience)	• Good organisational ability • Able to communicate effectively with children, parents and other staff • Able to motivate and encourage pupils • Awareness of child protection and bullying issues • Aware of and willing to promote the school's social inclusion policies and practices • Ability to use basic technology ie photo-copier, computer, video and digital camera	• Experience of working with children with special needs • Experience of working with children who have speech, language and communication needs	•
Work-related Personal Requirements	• Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Flexible approach to tasks • Firm, sensitive and effective approach towards pupil discipline • Willing to work as part of a team		
Other Work Requirements	• Patient and resilient		