

Teacher's assistant job description

Responsible to:

Head teacher and teaching staff on a day to day basis / Directors of Woodcroft School Ltd. as employers.

General duties

The teacher's assistant works as part of a multi-disciplinary team designated to a specific class, activity or curriculum area. The teacher's assistant will be required to:

- safeguard and promote the welfare of children and young people;
- work under the direct instruction of teachers, therapists and class co-ordinators, in the classroom, in other areas of the school or during off-site activities;
- support and enable access to learning for pupils and to assist the teachers, therapists and class co-ordinators in the management of pupils and the classroom;
- undertake other reasonable duties as directed by the head teacher or senior staff – this may include cover for other members of staff.

Specific duties

Support for pupils

The teacher's assistant will be required to:

- ensure pupils safety;
- consistently support pupils learning, respond to their individual needs and set high expectations;
- promote the inclusion, independence and self-esteem of all pupils;
- establish positive relationships with pupils, acting as a good role model;
- provide positive feedback to pupils in relation to progress and achievements;
- assist with the implementation of *Individual education plans* and *Behaviour support plans* and encourage pupils to take responsibility for their own behaviour;
- assist with the supervision of pupils outside of lesson times, including before and after teaching sessions and during lunch times.

Support for teachers, therapists and class co-ordinators

The teacher's assistant will be required to:

- prepare and clear the classroom in accordance with lesson plans and assist with the display of pupils' work;
- monitor pupils' responses to activities and accurately record achievement and report this information to the relevant teachers, therapists or class co-ordinators;
- gather information from and report information to parents as directed;
- provide administrative support, such as; photocopying, filing etc.

Support for the curriculum

The teacher's assistant will work under the direction of the teachers, therapists and class co-ordinators to support the delivery of a broad and balanced curriculum. The teacher's assistant will be required to:

- support structured and agreed learning activities and teaching programmes and adjust activities according to pupils' responses;
- follow programmes linked to local and national learning strategies, such as literacy, numeracy and early years;
- support and develop pupils independent use of ICT;
- prepare, maintain and use equipment and resources as directed, and assist pupils in their use.

Support for the school

The teacher's assistant will be required to:

- show awareness of and comply with *all* of Woodcroft's policies and procedures, but particularly those relating to child protection, confidentiality, data protection, equal opportunities, health and safety and security, and to report any concerns to an appropriate person;
- contribute to the overall ethos, aims and work of Woodcroft by establishing and supporting constructive professional relationships;
- attend and participate in relevant meetings as required;
- participate in training, other learning activities and professional development as required;
- participate in off-site activities, visits and trips as required and take responsibility for pupils as directed.

Teacher's assistant person specification

Qualifications

Essential

- NVQ 2 for teaching assistants or equivalent qualification or experience
- child protection training

Desirable

- training in relevant strategies, such as *Language Builders*
- basic first aid
- health and safety training

Work experience

Essential

- some experience of working with pupils with SEN

Desirable

- evidence of continuing professional development

Knowledge

Essential

- a knowledge of child care and development
- some knowledge of learning disabilities in particular autism and ADHD

Desirable

- a knowledge of Makaton sign language, PECS, The Code of Practice and legislation relating to children
- effective use of equipment and technology, such as video recorders and digital cameras

Essential skills

- good literacy and numeracy skills
- good recording and reporting skills
- effective use of ICT to support learning

Essential personal qualities

- motivation to work with children and young people
- the ability to relate well to and to form and maintain appropriate relationships with children, young people and adults
- the ability to maintain a consistent approach in line with policies and procedures
- the ability to work as part of a team with an understanding of staff roles and responsibilities within the school
- a strong sense of responsibility
- the ability to plan, organise and prioritise
- appreciation of the rights, opinions and feelings of others
- a calm but firm manner with a positive attitude to the use of authority and maintaining discipline
- a flexibility of thought in adapting to new initiatives
- a proactive rather than a reactive approach
- emotional resilience in working with challenging behaviours and the ability to work under stress
- a high level of stamina