

Job Profile

| Profile Title and Grade | |
|---|----------------|
| Teaching Assistant – Band 6 | JOB ID: |
| Purpose of the role | |
| To work with teachers to support teaching and learning by working with individuals and/or small groups of pupils, adjusting activities under the direction, guidance and supervision of teaching staff. | |
| Responsibilities | |
| <p>Working under the supervision of a teacher:</p> <ul style="list-style-type: none">• Provide emergency short term cover by supervising classes through the use and deployment of pre planned activities.• Assist in the preparation of work and other activities for pupils, following direction from a teacher• Implement planned learning activities and teaching programmes as defined by the teacher adjusting for the needs of individual children• Provide verbal and written feedback on pupils' progress, development and attainment• Work with individual pupils and/or groups of pupils on targets and assisting pupils to meet learning objectives.• Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher• Support learning by arranging/providing resources for lessons/activities under the direction of the teacher• Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate• Share information concerning pupils with staff by recording on CPOMS anything that needs noting.• Support independent learning and the inclusion of all pupils• Support the raising of educational aspiration for all pupils• Assist in the creation of ILPs for individual children that you work with, including suggestion of next steps• Support the work of volunteers and other support staff in the setting• Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils work• Support pupils in their social, emotional and personal development• Engage positively with all pupils, following the behaviour policy• Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, use physical intervention to keep a child or adult safe. | |
| Specific Responsibilities | |
| <ul style="list-style-type: none">• Record information about children using CPOMS• Record observational assessments of children• Record written observations of a child's progress and completion of tasks• Support children's learning through play• Assist with lunch and break-time supervision including facilitating games and activities• Assist pupils with eating, dressing, changing and hygiene as required – this will include personal care• Work with individual pupils with special educational needs | |

Indicative Knowledge, Skills, Experience

- Working at or towards national occupational standards in supporting Teaching and Learning (core and relevant optional units as required reflected in the NVQ3 and Level 3 Certificate in Supporting Teaching and Learning on the Qualification and Credit Framework (QCF) framework or equivalent experience.
- Awareness of policy, procedures and legislation relating to child protection and health and safety

Professional Standards for Teaching and Learning Support Staff

All Support Staff engaged in teaching and learning should adhere to, and uphold, the following standards;

Personal and professional conduct

- Uphold the ethos, policies and practices of the school
- Through positive attitude, values and behaviours, develop and sustain effective relationships within the school family
- Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to school policy and practice
- Recognise differences and respect cultural diversity
- Ongoing commitment to practice development through self-evaluation and awareness

Knowledge and understanding

- Be willing to acquire the appropriate skills/qualifications/experience required for the role
- Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
- Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so
- Support teachers and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role
- Understand the role and responsibilities within the learning setting and whole school context in the knowledge that those responsibilities extend beyond a direct support role

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase levels of pupil achievement
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities
- In line with school policy and procedure, consistently apply effective behaviour management strategies
- Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
- Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment

Working with others

- Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers
- Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with
- Through an appreciation of the role and responsibilities, work in partnership with classroom teachers and colleagues by ensuring that their knowledge is able to inform planning and decision making
- Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision

School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school and parents/carers.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
- As and when required as directed by teaching staff, to escort pupils home with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary.