



## JOB DESCRIPTION - TEACHING ASSISTANT

### **Job Description**

We are looking for an enthusiastic and committed Teaching Assistant to join our team at Moorland Private School to support a number of pupils with SEN needs. With the direction of the Teacher, the successful candidate will plan and support learning activities, monitor and feedback on pupil progress, and establish supportive and constructive relationships with parents and carers.

We fully recognise and appreciate how important our staff are at ensuring that every child is happy, confident, nurtured and equipped with the skills to support learning and development. Our values are focussed on prioritising happiness and wellbeing above all else and this focus requires consistent care and support.

#### *Main Activities*

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant.

#### *Support for Pupils:*

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals, as part of the outcomes of their IEP.
- To undertake activities to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with the pupil to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their contributing by monitoring and reviewing.
- Support the pupil as part of a planned inclusion programme as detailed on the IEP.
- To implement specific programmes appropriate to the developmental needs of the pupil throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.

#### *Support for the Teacher:*

- To monitor and record pupil progress and developmental needs.
- To support the pupil using the relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records for the pupil.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To deliver activities and provide clear, detailed feedback of the child's progress.
- To provide information to the class teacher to assist in the planning of work programme, helping with differentiation and making work accessible for the pupil's needs.
- Administer routine tests, assist in the invigilation of exams such as supporting the pupil with exam concessions.

#### *Support for the School*

- To assist in providing a purposeful, orderly, and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers, and outside agencies.
- To work within school policies and procedures.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.

#### *Support for the Curriculum*

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.
- To assist with electronic recording of pupils' progress.

### *Equal Opportunities*

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### *Health and Safety*

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### *Safeguarding Commitment*

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Personal Attributed Required</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: Application (AF), Interview (I)</b>
NVQ Level 2 or above qualification - appropriate to the post	E	AF
GCSE English and Maths A-C or equivalent	E	AF
ICT Skills	E	AF
Experience of working with or caring for children of relevant age	D	AF
Experience of working in a school	E	AF
Experience of supporting pupils with specific SEN needs.	E	AF/I
Experience of supporting children diagnosed with Dyslexia, Dyscalculia and Dyspraxia	E	AF/I
Experience of working in a relevant classroom	E	AF/I
Experience of Administrative work	D	AF/I
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	AF/I
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to supervise and assist pupils	E	AF/I
Time management skills	E	AF/I
Organisational skills	E	AF/I
Knowledge of classroom roles and responsibilities	D	AF/I
Knowledge of the concept of confidentiality	E	AF/I
Knowledge of the National Curriculum	E	AF/I
Good numeracy and literacy skills	E	AF/I
Ability to make effective use of ICT	E	AF/I
Flexible attitude to work	E	AF/I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to undertake in-service development	E	AF/I

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