

**Teaching Assistant Position classroom support**

**Grade 4**

**Job Description**

**Main Tasks**

- 1 Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
- 2 Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to
- 3 Encourage pupils to interact with each other in an appropriate and acceptable manner
- 4 Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
- 5 Help pupils with toileting and dressing, paying particular attention to hygiene if required
- 6 To supervise the children's play involving toys and apparatus and role play under the direction of the teacher
- 7 To assist with language and numeracy and other daily activities under the direction of the teacher/SENCo
- 8 To supervise and lead the support activities of individual and groups of children under the direction of the teacher/SENCo
- 9 To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff
- 10 Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- 11 Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities
- 12 To liaise regularly with the teacher and/or take part in planning meetings, inset/training days and any other meetings as required
- 13 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role
- 14 To assist in the recording of lessons and assessment as required by the teacher
- 15 To take part in training activities offered by the school and the local authority to further knowledge
- 16 To take part in such activities, including swimming and outings, as may be required
- 17 To abide by and work towards all the policies within the school e.g. Health and Safety

- 18 To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy,

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

## **Botley School**

### **Teaching Assistant Position**

#### **Person Specification**

##### **Knowledge**

- 1.1 A good standard of literacy (English) and numeracy skills, at least up to C grade GCSE or equivalent
- 1.2 A basic knowledge of National Curriculum requirements for the age group
- 1.3 A basic knowledge of Health & Safety requirements in a school environment

##### **Experience**

- 2.1 Experience of establishing positive relationships with children
- 2.2 Experience of working with children of a variety of abilities
- 2.3 Experience of preparing basic resources for children

##### **Skills & Abilities**

- 3.1 Ability to use language and other communication skills that children can understand and relate to
- 3.2 Ability to demonstrate active listening skills
- 3.3 Ability to empathise with the needs of children
- 3.4 Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher
- 3.5 Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities
- 3.6 Ability to work effectively with colleagues

##### **Personal Qualities**

- 4.1 Willingness to participate in training and developmental opportunities offered by the school and local authority
- 4.2 Willingness to maintain confidentiality on all school matters

**Specific roles for the successful candidates will be discussed prior to starting employment.**