



The Dales School/Northumberland County Council
JOB DESCRIPTION

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| Post Title: Teaching Assistant | Director/Service/Sector: Children's Services | | Office Use |
| Band: 3 | Workplace: | | |
| Responsible to: Lead HLTA/ Senior TA/ LINE MANAGER MANAGING SUPPORT STAFF | Date: | Manager Level: | |
| Job Purpose: To work under the guidance of teaching/senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area. | | | |
| Resources | Staff | Not Applicable | |
| | Finance | Not Applicable | |
| | Physical | Shared responsibility for Classroom equipment and materials. | |
| | Clients | Class groups and individual children. | |
| <u>Duties and key result areas:</u> | | | |
| Support for Children | | | |
| <ol style="list-style-type: none"> 1. Attend to the personal needs of children including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives. 2. Support children in their access to learning through the use of universal classroom strategies. 3. Build meaningful relationships with children, acting as a role model and responding to the needs of each individual child. 4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 5. Use a consistent, relational approach to managing behaviour. 6. Encourage children to play and interact with one another. 7. Encourage children to engage in, and participate in learning activities led by the class teacher. 8. To communicate high expectations that encourage children to act independently and build self esteem. 9. Communicate feedback to children in relation to progress and achievement under the guidance of the class teacher, using language appropriate to their needs. | | | |

Support for the staff team

1. Contribute to the creation and maintenance of a purposeful and orderly learning environment in line with the planned curriculum as provided by the class teacher.
2. Assist the class teacher with the planning of learning activities.
3. As directed by the class teacher:
 - Prepare the classroom at the beginning of each day/session
 - Clear up after each session and at the end of the day
 - Assist with the display of children's learning and other appropriate materials
4. Report to the classroom teacher, as agreed, on:
 - Children's difficulties
 - Children's progress
 - Children's achievements
5. Contribute to the maintenance of children's records as directed by the class teacher.
6. Support the teacher in the management of behaviour using a relational approach and ensure the key principles of P&I are upheld..
7. Gather information from parents and carers as directed by the class teacher.
8. Establish constructive relationships with parents and carers.
9. Provide feedback in relation to targets including EHCP and iASEND
10. Participate in the sharing and uploading of evidence of children's learning
11. Provide clerical and admin support, particularly:
 - Undertaking photocopying
 - Preparing resources
 - Filing
 - Collecting money
 - Collate children's work (books/folders etc)

Support for the Curriculum

1. Implement session plans with groups and individuals, adjusting activities to meet children's needs.
2. Help children to understand instructions

3. Help children access learning activities through specialist support
4. Support children in their use of ICT as directed by the class teacher
5. Prepare and maintain equipment and resources required to meet learning activities and assist children in their use.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Attend and participate in professional development, and activities that contribute to the management of performance.
4. Assist with the management of children outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's senior leadership team.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

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| Transport requirements: Working patterns: Working conditions: | |
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| Post Title: Teaching Assistant – Supporting and Delivering Learning Band 3 | Director/Service/Sector: Children’s Services |
| Essential | Desirable |
| Knowledge and Qualifications | |
| NVQ level 2 or higher in English and Mathematics. NVQ level 2 for teaching Assistants or equivalent qualifications Experience of using ICT in a learning environment | Training in relevant learning strategies relating to SEND. Evidence of recent professional development. Other qualifications e.g First Aid |
| Experience | |
| Experience of working with children in the Primary age range. Experience of working with children with learning difficulties. | Experience of working with children in a SEND setting. Experience of working with autistic children, children with ADHD or attachment difficulties. |
| Skills and competencies | |
| Excellent command of Literacy and Numeracy. Have high expectations of progress and behaviour. Good organisational and time management skills. Good communication skills. Ability to work as part of a team. Ability to provide support for and engage children in their learning. | Ability to undertake pupil record keeping as requested. Ability to contribute to classroom organisation and display. |
| Physical, mental and emotional demands | |
| Commitment to helping provide a high quality service to children and families. | An understanding of Safeguarding children in a school setting. |
| Other | |
| Willingness to participate in training and development. | |

