

JOB PROFILE

POST: Teaching Assistant
RESPONSIBLE TO: Senior Teaching Assistant

GRADE: MK4

JOB PURPOSE

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

PRINCIPAL ACCOUNTABILITIES

Support for Students

- Attend to students personal needs and implement personal programs, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support named student ensuring their safety and access to learning
- Establish good relationships with students and parents, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage named student to act independently as appropriate

Support for the Teacher

- Liaise with the teacher in support of the named student
- Be aware of named students problems/progress/achievements and report to the teacher as agreed
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour and reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide administrative support as required in relation to the named student

Support for the Curriculum

- Support named students to understand instructions
- Supporting named student in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting named student in using ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist named student in their use

Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Administer First Aid (training will be given)
- Participate in training and other learning activities and performance development (including first aid certificate) as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Other responsibilities as reasonably requested and commensurate with the grading of the post

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet the changing circumstances of the Academy. It does not form part of your contract of employment.

The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The Hazeley Academy

Person Specification

JOB TITLE: Teaching Assistant

Department: Excellence

Criteria		
Experience/Knowledge	<ul style="list-style-type: none"> Working in a school environment Working with children EAL experience 	D D D
Technical Job Related Skills	<ul style="list-style-type: none"> IT literate Ability to communicate effectively, orally & in writing 	E E
Personal Job Related Skills	<ul style="list-style-type: none"> Commitment to quality & continuous improvement Ability to relate well to children & adults Work constructively as part of a team, understanding classroom roles & responsibilities & your position within these 	E E E
Education Qualifications	<ul style="list-style-type: none"> GCSE level C or above in English & Maths Willingness to undertake further work-related training 	E E
Other Requirements	<ul style="list-style-type: none"> Willingness to be flexible with working hours to respond to the Academy's needs Commitment to uphold the Academy's equal opportunities policy 	E E