**TRINITY SCHOOL**

**Title:** Teaching Assistant (Part-Time) **Grade:** Scale 3, SCP 15-17

**Salary:** £21,430 - £22,082 Pro-rata **Reports to:** Deputy Head

**Hours**: 20hrs

**MAIN PURPOSE OF THE JOB**

To work alongside teachers offering support to small groups of students and on a one to one basis. Most students have an individual learning and support plan that you will follow. As well as group work, you will be supporting the classroom teacher in managing behavior and working towards more positive outcomes for pupils in and out the classroom. You will need to have the ability to build rapport with students, staff and parents.

SUMMARY OF RESPONSIBILITIES AND DUTIES

**SUPPORT FOR PUPILS**

1. In conjunction with the class teacher, provide support to pupils including those with special needs, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of IEPs.
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. Promote the inclusion and acceptance of all pupils within the classroom.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities led by the teacher.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement.

**SUPPORT FOR TEACHER**

1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils' responses to learning activities and accurately record achievement/progress as directed.
4. Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc…
5. Keep and update pupil learning records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertake marking of pupils' work and accurately record achievement/progress
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer routine tests and exams Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

**SUPPORT THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Prepare and maintain general and specialist equipment resources and assist pupils in their use.

**SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
2. Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
3. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
4. Contribute to the overall ethos/work/aims of the school
5. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
6. Attend and participate in regular meetings
7. Participate in training and other learning activities as required
8. Recognise own strengths and areas of expertise and use these to advise and support others
9. Undertake planned supervision of pupils out of school hours
10. Supervise pupils on visits, trips and out of school activities as required
11. To undertake supervision of playground activities as directed by the deputy head or whoever line manages Mid-Day Meal Supervisors.
12. To supervise pupils in the lunch hall during lunch time under the supervision of the line manager for Mid-Day Meal Supervisors.

**EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

**Title:** Teaching Assistant **Grade:** Scale 3, SCP 15-17

**Post No:** Level 1 **Reports to:** Deputy Head

**Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**Equal Opportunities**

* Commitment to implement the Council’s Equal Opportunities policies.
* Awareness of Equal Opportunities issues. **S**

**Knowledge**

* Knowledge of relevant polices/codes of practice and awareness of relevant legislation **S**
* Working knowledge of national curriculum and other relevant learning programmes **S**
* Basis understanding of child development and learning **S**

**Aptitude**

* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**Skills**

* Good numeracy/literacy skills
* General ICT skills to support learning activities
* Effective use of ICT to support learning

**Experience**

* Experience of using IT and other office equipment technology – video photocopier
* Experience of supporting children with learning **S**

**General Education**

* Completion of DfES Teacher Assistant Induction Programme
* NVQ 2 in teaching assistance or equivalent qualification or relevant experience3
* First aid training/training in specific medical procedures as appropriate

**Personal Qualities**

* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these **S**
* Be flexible and adaptable to the needs of the school **S**

**Physical**

* Generally candidates must meet standard Lewisham requirements for the post

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