



Role Profile: Teaching Assistant (Part-time)

Purpose

To assist in promoting the learning and personal development of the pupils to whom you are assigned to.

To work as part of a team in providing a safe, secure and stimulating learning environment for children from KS1 and KS2. To work within the standards and requirements of the Primary Stage Curriculum in planning and delivering activities.

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| <i>Reporting to:</i> | HLTA and Deputy Head |
| <i>Department:</i> | Support Staff |
| <i>Working hours:</i> | Part-time, 16 hours per week – Monday & Tuesday 8am to 12.30pm; Friday - 8am to 4pm (term time 35 weeks plus inset days) |
| <i>Checks:</i> | Enhanced DBS, 2 satisfactory references and overseas check if applicable |
| <i>Start Date:</i> | November 2019 |

Key Accountabilities

Main duties:

Support for Pupils:

- Supervise and provide particular support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities
- To aid the pupil to learn as effectively as possible both in group situations and on his/her own
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the Teacher or SENCo to achieve the intended learning outcomes.
- Assist with the development and implementation of plans to assist pupil achievement
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence.
- Establish constructive relationships with pupils, acting as a role model and being aware of and interact with them according to their individual needs
- Provide feedback to children in relation to progress and achievement as required

Support for the Teachers:

- To provide class cover as required
- Undertake structured and agreed learning activities adjusting activities according to pupils' responses
- To work as part of a team in planning and assessing within the current guidelines for the Primary Stage Curriculum,.

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies and plans under the guidance of the teachers to support pupils to achieve their targets
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' progress, achievement and issues as appropriate
- Promote good pupil behaviour, deal promptly with conflicts and incidents in line with school policy and encourage pupils to take responsibility for their actions
- Administer routine tests and undertake routine marking of pupils' work.
- Provide admin support as required

Support for the school:

- Use ICT in learning activities and develop pupils' competence and independence in its use.
- To ensure the health, safety and well being of the children and report any hazards noticed.
- Attend training, staff meetings and open days as required.
- To work within a team and be flexible.
- Deal with minor incidents and refer to senior staff if necessary
- Administer First Aid as needed, following school procedures
- Undertake playground break or lunch time duties as directed

Other Duties

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To participate in training and other learning activities
- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school
- Be flexible and able to work as part of a team

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders:

Internal - Teachers, Heads, internal colleagues, parents, students, school staff

Person Specification

| | Essential | Desirable |
|---------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> Grade A-C in G.C.S.E English and Maths Teaching Assistant or equivalent (Level 3) | <ul style="list-style-type: none"> Paediatric First Aid |
| Skills | <ul style="list-style-type: none"> Excellent written and oral communication skills Good interpersonal skills. Ability to keep calm under pressure Intermediate IT skills (including competent use of Microsoft packages) | |
| Experience | <ul style="list-style-type: none"> To be confident and competent in delivering KS1 and KS2 English and Maths Experience of delivering phonics Experience of working with children and able to meet their needs Able to deal with children and adults with tact and sensitivity Able to communicate effectively at all levels Able to build and develop positive relationships with teaching staff | <ul style="list-style-type: none"> Use of basic first aid equipment as required |
| Knowledge | <ul style="list-style-type: none"> Understanding of Safeguarding | <ul style="list-style-type: none"> Understanding of regulatory compliance requirements Basic understanding of Preventing Extremism |
| Personal Qualities | <ul style="list-style-type: none"> Neat, tidy professional appearance. Pleasant and friendly manner Confident approach to varied situations. | |

Benefits

- Competitive salary depending upon qualifications and experience
- Coffee, tea and supplies for hot drinks supplied throughout the day
- Free lunch provided
- Free parking on site (subject to availability)
- School fee discount
- Exclusive third party discounts
- Professional development
- School holidays and public holidays

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed:

Date:

Name (Print):