



## **Job Description & Person Specification**

### **Teaching Assistant**

**Line Manager: Head Teacher**

#### **Job Purpose**

To work as a Teaching Assistant, providing support to the teacher and the pupils within an assigned group.

In addition to agreed responsibilities of Teaching Assistants and any reasonable direction from the Headteacher or member of the Senior Leadership Team the candidate's role will be:

#### **Main Tasks**

- 1 To work with individual and small groups of children on educational activities.
- 2 To assist teachers in developing and implementing individual educational programmes.
- 3 To support individual and small groups of children across a broad and balanced curriculum.
- 4 To prepare materials and equipment.
- 5 To engage in an ongoing programme of professional development, in order to provide the best possible learning experience for all pupils.

#### **Job Activities**

- 1 To work with individual and small groups of children in conjunction with the class/subject teacher.
- 2 To record relevant educational, social and behavioural information within an agreed framework.
- 3 To implement agreed individual educational/behavioural/support programmes.
- 4 To promote the social and emotional development of children through positive approaches that will encourage appropriate relationships and the development of self-esteem.
- 5 To accompany class groups on external educational visits.
- 6 To assist class and subject teachers in group and individual behavioural management, within the agreed school framework.
- 7 To assist in classroom organisation and display work.
- 8 To provide supervision of pupils during lesson and play-times
- 9 To contribute to pupils' Annual Review reports and progress files.
- 10 To attend staff meetings and contribute constructively on specific issues to encourage the development of agreed whole school policies and procedures.
- 11 To attend morning and afternoon briefings.
- 12 To participate in In-Service Training including Team Teach and Staff Development Programmes.

- 13 To eat with pupils at lunch time, encouraging appropriate behaviour, social skills and positive interactions.

## **Accountability**

The Teaching Assistant will be immediately responsible to the Headteacher

As a member of staff at Maple Grove School you will:

1. fulfil all aspects of the main tasks identified on your job description
2. fulfil all aspects of the job activities identified on your job description
3. fulfil the following generic aspects:
  - a. conduct themselves in a professional manner
  - b. adhere to the school dress code
  - c. to complete paperwork as and when required

## **Working Time**

- 1 The Teaching Assistant will be required to work 195 days in any one academic year, of which 190 days shall be with pupils.
- 2 Working hours: typically 8:30am - 3:30pm, with staff training every Wednesday (4:30pm finish). The remaining 2 hours per week to be used flexibly to meet school and professional development needs.

In accordance with Maple Grove School Group of Schools Pay Scales and Conditions of Service.

*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. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

*Maple Grove School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.*

## **Essential**

- Basic computer literacy skills
- Ability to work both as part of a team, and on own initiative
- Flexible, solution-focused approach to working
- Negotiation Skills, patience and resilience
- High expectations of others, both colleagues and pupils
- Previous experience of working with children and young people with additional needs

## **Desirable**

- Qualification related to Child or Social Care
- Experience working with children and young people with autism
- Previous classroom experience
- GCSE in Maths and English, grade C or above