

St. Michael's Nursery and Infants School

TEACHING ASSISTANT JOB PROFILE

Main Purpose: To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities

Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes

Establish constructive relationships with pupils and interact with them according to individual needs

Promote the inclusion and acceptance of all pupils

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

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

Assist with the planning of learning activities

Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed

Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Provide clerical/admin support e.g. photocopying, typing, filing, money, etc.

SUPPORT FOR THE CURRICULUM

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

Undertake programmes linked to local and national learning strategies e.g. early years, literacy, numeracy, recording achievement and progress and feeding back to the teacher

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference & ensure all pupils have equal access to opportunities to learn & develop

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime

Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Person Specification

POST TITLE: Teaching Assistant

	Essential	Desirable
Qualifications/Competencies	Relevant NVQ 3 or equivalent qualification GCSC grade C or above in Maths and English language	Additional specialist qualification in Early Years education Training in relevant strategies e.g. literacy
Experience	To have worked with children who have special educational needs Working with or caring for children of relevant age Working in a classroom setting	
Knowledge	Awareness of practices and procedures within education relating to the welfare, safety and education of children General understanding of Early Years /National Curriculum and other basic learning programmes and strategies Basic understanding of child development and learning	
Skills/Ability	Effective use of ICT to support learning Ability to self-evaluate learning needs and actively seek learning opportunities	Use of other equipment technology
Personal Skills	Ability to relate well to children and adults Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	
Special Circumstances	Occasional attendance at meetings outside normal school hours	