

MMPS Job Description and Person Specification

Post: **Teaching Assistant**
Term Time Only

Responsible to: **Class Teacher, Executive HT, Acting HT**

Daily Working Hours: **8:30 am – 3:45 pm**

Prime Objectives of the Post:

- Make a strong contribution to pupils' learning and achievement.
- To work under the guidance/instruction of designated 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.
- To support pupils in the classroom or outside the main teaching area under the guidance of teaching staff.

Principle Accountabilities

SUPPORTING THE SCHOOL – ESSENTIAL

- To support the values and ethos of MMPS contained within the mission statement and follow the school's ethos
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety, behaviour, positive handling, security and confidentiality – reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To attend relevant, reasonable out of school hours meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans
- To liaise with teaching and non-teaching staff with regard to preparation for, and working within lessons
- To respect the confidentiality of sensitive information divulged by staff, parents and pupils
- Participate in annual performance appraisal constructively and positively

SUPPORTING THE TEACHER - ESSENTIAL

- To assist teachers in promoting good behaviour in the classroom and across school
- To assist teachers in their delivery of a differentiated curriculum
- To assist teachers in observing and assessing individual pupils
- To identify or design suitable teaching materials to facilitate the learning of identified pupils, including the use of new technologies
- To provide regular feedback about pupils' specific progress as and when needed
- To provide clerical/admin support (e.g. typing, photocopying, display, preparing of worksheets, collection and recording of money etc.)
- To maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely
- To accompany pupils on visits and trips out and out of school activities as required, taking responsibility for a group of pupils
- To supervise the whole class for a short time in an emergency (normally a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a lesson period of planned absence with additional support if required
- Be able to undertake some marking of pupils' work if required

SUPPORTING ALL PUPILS

SUPPORTING PUPILS - GENERAL

- To establish a supportive and trusting relationships with pupils
- To be aware of pupils' individual needs and the strategies most useful for addressing them
- To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation
- To motivate pupils and build up their self-esteem
- To help pupils with the recording of their work
- To encourage and keep on task those who find it difficult to concentrate
- To help pupils develop organisation skills and become independent learners
- To ensure the pupils are able to use equipment and material provided

SUPPORTING PUPILS IN EYFS (ESSENTIAL FOR EYFS)

- To provide young pupils with the level and type of support specified by the teacher, whilst at the same time encourage the pupils towards independent and accepting responsibility for their own behaviour
- To use language and communication skills that young pupils can relate to and understand
- To supervise and support young pupils, in both adult- and child initiated activities, interacting with them
- To work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and equipment and clearing up afterward, in both the indoor and outdoor environment
- To set out learning materials / areas as directed by the teacher so that pupils are able to participate safely and effectively in planned activities
- To observed and record pupils' assessment as required by the teacher
- To demonstrate good understanding of the general aspect of child development, and early years and be able to assess pupils' progress and performance
- To understand the importance of physical and emotional wellbeing
- To understand and value the role of parents and carers in supporting children
- A good understanding of child development and learning processes
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SUPPORTING PUPILS WITH ADDITIONAL EDUCATION NEEDS - DESIRABLE

- To encourage acceptance and inclusion of pupils with additional educational needs (AEN)
- To have a basic understanding of some of the common conditions our pupils have, such as ASD, dyslexia, ADHD
- To be able to deliver the support or intervention that is planned in a lively manner and contribute to Individual Education Plans
- To follow any recommendations in pupils' behaviour/learning plans as directed by the class teacher and SEND
- To use creativity to develop and make resources that are visual aids for learning
- To be adaptable and use own initiative, by for example adapting a multi-sensory approach to facilitate learning
- To work with individual pupils or small group of pupils outside classroom, following directions of SEND or class teacher
- To contribute to review meetings and monitoring procedures

GENERAL DUTIES

- To contribute and participate in all daily staff duties as and when required
- To contribute to extra-curricular activities
- To attend to pupils with minor injuries during playtimes
- To participate in in-service training and twilight sessions as and when reasonable directed by the Head Teacher
- To attend staff meetings, parents evenings, open days, school E.C.A. and similar school events/activities
- To undertake training to assist first aid and personal care needs of pupils if required by the school
- To ensure that all duties and services are provided in accordance with the School's Policies

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head Teacher to carry out appropriate duties within the context of the job and skills.

This job description describes, in general terms, the normal duties the post holder will be expected to undertake. However, the job description or the duties contained there may vary or be amended in consultation with the post holder from time to time without changing the level of responsibility associated with this post.

Person Specification:

- Have an appropriate NVQ qualification, at least level 2 but preferably level 3
- Able to communicate effectively in Standard English in both reading and writing
- Good numeracy skills to support pupils' learning
- Sound basic knowledge of IT including the use of computers, camera, photocopier to support pupils' learning
- Be caring, friendly, approachable, open, inclusive, welcoming, proactive and personable
- Be someone that demonstrated dedication, patience, flexibility, humour, enthusiasm
- Demonstrate a desire to serve young people
- Be passionate about raising standards of all pupils
- Be flexible and creative in their thinking
- Ability to work independently and as part of team

MMPS is committed to Safeguarding and promoting the welfare of pupils. We expect all staff to share this commitment.