

JOB DESCRIPTION & PERSON SPECIFICATION

TEACHING ASSISTANT

PERSON SPECIFICATION

Attributes	Criteria
Qualifications and Training	<ul style="list-style-type: none"> • Minimum of GCSE Qualification in English and Maths • Relevant NVQ Qualification or willing to enrol onto apprenticeship course
Experience of	<ul style="list-style-type: none"> • Working with young children • Experience of working in a school setting (desirable) • Promoting a positive Islamic ethos and behaviour
Skills	<ul style="list-style-type: none"> • Excellent communication skills, oral, written and presentational • Ability to manage a demanding workload, work under pressure and deal with conflicting pressures • Ability to use ICT effectively
Knowledge and understanding of	<ul style="list-style-type: none"> • Understanding of the National Curriculum • Understanding of how, as an adult in an education environment, you can create a culture of high expectations • Knowledge of child learning and Special Educational Needs • How to manage health and safety policy and promote and safeguard pupil welfare
Other	<ul style="list-style-type: none"> • A strong commitment to improving educational opportunities and belief in the potential of every student • Willing to learn new skills and adapt existing ones • A willingness to be involved in extracurricular activities • A sense of humour, warmth, energy, stamina and resilience • To have an excellent record of attendance and punctuality

JOB DESCRIPTION

Post Title	TEACHING ASSISTANT
Purpose	<ol style="list-style-type: none"> 1. To work under the guidance/instruction of teaching staff to undertake work 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. 2. To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities.
Reporting to	Head teacher
Key Responsibilities and Duties	
Main Duties	<p>Support for Pupils</p> <ol style="list-style-type: none"> 1. To support pupils development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance 2. To support the learning of individuals and groups of pupils as identified in the curriculum planning and to act as a role model, setting high expectations 3. To focus on individual pupils to ensure their needs are being met within the group 4. To work with other staff to develop and implement the IEPs for pupils 5. To encourage pupils to interact and work co-operatively with others 6. To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement 7. To promote the inclusion and acceptance of all pupils within the classroom 8. To participate in pupils' play and extend and stimulate language through conversation <p>Support for Teachers</p> <ol style="list-style-type: none"> 1. To plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate 2. Occasional supervision of the class in the course of short term absences of teachers and to provide cover where required, focusing on maintaining good order and to keep pupils on task under the

	<p>guidance of teaching staff and within an agreed system of supervision</p> <ol style="list-style-type: none"> 3. To liaise with other professionals to ensure an appropriate learning environment 4. To set out, prepare, use and tidy equipment 5. To promote home school partnerships 6. To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents 7. To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives 8. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence 9. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required 10. In class, to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress 11. To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher 12. To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc 13. To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence. <p>Support for the Curriculum</p> <ol style="list-style-type: none"> 1. To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs 2. To set out and prepare equipment indoors and outdoors 3. To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills 4. To support the use of ICT in learning activities and develop pupils competence and independence in its use <p>Support for the School</p> <ol style="list-style-type: none"> 1. To promote the policies and ethos of the school, to promote Islamic values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour 2. To display pupils work to reflect their achievement 3. To supervise pupils on outings and visits as required
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	<ol style="list-style-type: none"> 4. To supervise pupils at lunchtimes 5. To be aware of and comply with policies and procedures relating to child protection, health and safety and security, internet security and to refer all concerns to the Head teacher, receiving training where necessary from the school 6. To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school 7. To be a proactive member of the school and class team 8. To participate positively and professionally in effective relationships with team members 9. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils 10. To undertake planned supervision of pupils out of school hours learning activities 11. To attend relevant courses and learning activities in order to update knowledge as required 12. To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects
Other Specific duties	<ol style="list-style-type: none"> 1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.</p>	

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the Management to reflect or anticipate changes to the job commensurate with the grade and job title.

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check.