

<b>Job title</b>	Teaching Assistant	<b>Job family</b>	Education
<b>Reporting to</b>	Head Teacher / Class Teacher	<b>Job code</b>	EDU/TBC
<b>Location</b>		<b>Evaluation Date</b>	TBA

### Main Purpose

To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs. To maintain complete confidentiality on all site matters.

### Key Accountabilities

#### Quality

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
2. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
3. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
4. To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff.
5. Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
6. To take part in training activities offered by the school and Priory to further knowledge.
7. To abide by and work towards all the policies within the school e.g. Health and Safety
8. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.

#### Innovation

9. To assist with language, literacy and numeracy development, and other activities under the direction of the teacher.

#### Value

10. To assist in the recording of lessons and assessment as required by the teacher.

## **Knowledge & Skills**

An NVQ2 qualification (or equivalent) which is appropriate to the teaching and learning environment of learners and young adults.

## **Experience**

Previous experience within a relevant educational environment.

## **Autonomy & Impact**

The nature of the work involves a combination of directed activities within established procedures and situations requiring flexibility and organisational skills. Unusual, complex or difficult situations are addressed and reported to more senior staff – the role holder will be supervised within the teaching environment.

## **Intelligent Problem Solving**

Usually working within existing processes and procedures where some adaptive or creative thinking is occasionally required.

## **Responsibility**

### **Staff**

No direct staff responsibilities but may occasionally support less experienced staff.

### **Budgets & equipment**

No budgetary responsibility.

### **Informatics**

Shared responsibility for the security and maintenance of moderately valuable equipment and supplies within the unit.

## **Communication & Interaction**

Communication and personal interaction is a key feature of this role, which provides personal support and guidance to learners and young people both within an educational and care environment. This may include more extensive pastoral support. Coaching, observational and listening skills, are essential for contributing to the monitoring, support and assessment of academic, social and emotional development.

## **Working environment**

The educational and social challenges experienced by young people and learners may, at times, give rise to unusual or anti-social behaviour, which can be very emotionally and physically demanding.

## Special Features

The role holder will be expected to undergo certified training and refresher courses in a range of areas including Child Protection, Physical Intervention, Behavioural Management, first aid, fire prevention and Health & Safety at Work and other specialist training related to the location.

## Upholding Company Values

Competency	Req'd Level	Descriptors
<b>Quality - Of care, treatment, of facilities and of staff</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Checks quality of own work</li> <li>✓ Follows procedures</li> <li>✓ Corrects errors and mistakes</li> <li>✓ Complies with relevant regulatory and statutory requirements</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Double checks accuracy of own and work of others</li> <li>✓ Carefully monitors and checks the accuracy and quality of others' work</li> <li>✓ Values the input and expertise of colleagues</li> <li>✓ Keeps clear, detailed records and files</li> </ul>
<b>Innovation - Being forward thinking and thought leaders</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Adapts new services already introduced in other areas within the group</li> <li>✓ Amends these services to suit the needs of the local service</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Proposes new services to regional management, taking into account the local needs of the area</li> <li>✓ Assists and supports regional management with developing and implementing these new services</li> </ul>
<b>Value - Due to transparency and flexibility</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Prices services in line with local needs</li> <li>✓ Reacts to local feedback regarding pricing of services</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Regularly reviews services and price points adjusting where appropriate</li> <li>✓ Adjusts prices in line with demand for services</li> </ul>