

## **LONDON BOROUGH OF LEWISHAM**

### **JOB DESCRIPTION**

**Title: TEACHING ASSISTANT - GENERAL**

**Grade: Scale 3**

**School: Fairlawn**

**Post No: Level 2**

**Reports to: Assistant Head Teacher**

#### **MAIN PURPOSE OF THE JOB**

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

#### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

##### **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 and supportive relationships with parents/carers and pupils
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support eg. photocopying, typing, filing, money, administer coursework etc.

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Supply 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 child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and 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

- 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

## EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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### **PERSON SPECIFICATION**

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**Grade: Scale 3**

**School: Fairlawn**

**Post No: Level 2**

**Reports to: Assistant Head Teacher**

#### **EXPERIENCE**

Working with or caring for children of relevant age

#### **QUALIFICATIONS/TRAINING (Essential Requirements)**

Good numeracy/literacy skills

Completion of DfES Teacher Assistant Induction Programme

NVQ 3 in teaching assistance or equivalent qualifications or experience

Training in the literacy/numeracy strategy

First aid training/training in specific medical procedures as appropriate

#### **KNOWLEDGE/SKILLS (Essential Requirements)**

Effective use of ICT to support learning

Use of other equipment technology - video, photocopier

Knowledge of relevant policies/codes of practice and awareness of relevant legislation

General understanding of national curriculum and other basic learning programmes

Basic understanding of child development and learning

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these