**Job Description – Teaching Assistant**

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| **Job Title:**  **Teaching Assistant** | **Department:**  **Children & Young Peoples Service** |
| **Division/Section:** | **Job Number:** |
| **Grade:** | **Date last updated:** |

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| **EQUALITY AND DIVERSITY** |
| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

**OVERALL PURPOSE OF THE JOB**

To support education and welfare of pupils as directed by class teacher, SEND lead teacher and SENDCo having due regard to the school’s aim, objectives, schemes of work and policies and relevant national requirements.

**PERSON REPORTS TO**

Members of school Management and Leadership, with work directed by classroom teacher, SEND lead teacher and SENDCo.

**PERSON SUPERVISES**

No supervisory responsibility.

**Job Context**

**Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

**Curriculum and Assessment**

1. To take every opportunity to develop pupils’ language, reading, numeracy and related skills.
2. To assist in recording systematically the progress of individual pupils in accordance with school procedures, and reporting to the teacher.
3. To monitor pupils' performance and report to the teacher.
4. To assist in using results in further support work with pupils.
5. To give oral and written feedback to pupils on their attainment and progress in order to promote further progress,

**Learning Strategies**

1. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
2. To support clearly set out expectations of pupil behaviour and assist in securing appropriate standards of behaviour.
3. To help to create and maintain a purposeful, orderly and supportive environment for pupils’ learning, encouraging inclusion of pupils with special educational needs and ensuring that all pupils are able to use equipment and materials provided.
4. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
5. To maintain pupils' interest and motivation by presenting learning tasks in a clear and stimulating manner.

**TEACHER ASSISTANT: PERSONNEL SPECIFICATION**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

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|  | REQUIREMENT | METHOD OF  ASSESSMENT |
| 1 . | Experience of supporting the educational learning of children. | Application Form |
| 2. | Competent English literacy skills:(reading, writing, speaking and | Practical Assessment |
|  | listening). | Interview (speaking & listening) |
| 3. | Demonstrate an understanding of the place of the school in educating primary pupils and in promoting the spiritual, moral social and cultural development of pupils from a multicultural community. | Application form/interview |
| 4. | Demonstrate an understanding of the role of the teacher. | Application form/lnterview |
| 5. | Demonstrate an understanding of their own role in relation to teachers, other support staff and agencies and pupils. | Application form/lnterview |
| 6. | Demonstrate knowledge and basic understanding of the primary curriculum at a level that will assist effective learning of numeracy and literacy skills. | Application form/lnterview |
| 7. | Use knowledge and understanding in supporting work with pupils and in helping to assess their progress in numeracy and literacy skills. | Application form/lnterview |
| 8. | Show awareness of how pupils learn and of the various factors that affect the process. | Application form/lnterview |
| 9. | Demonstrate an understanding of the difficult approaches needed to support the Learning of various groups of pupils, including bilingual English learners and pupils with special educational needs. | Application form/lnterview |