



# CLAREMONT HIGH SCHOOL ACADEMY

## Job Description Teaching Assistant

### Purpose and Objectives of Work:

#### To ensure:

- That support programmes for pupils with special needs are implemented under the instruction/guidance of teaching/senior staff;
- That pupils have access to learning and assist the teacher in the management of pupils in the classroom;
- That resources and materials are available in accessible formats for in class support.

### Main Duties and Activities:

#### Responsible for:

##### **Support for Pupils:**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical and welfare matters;
- Working with students to develop their skills that are reliant on vision, speech, language and communication;
- Supervise and support pupils ensuring their safety and access to learning;
- Establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately 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.

##### **Support for Teachers:**

- Provide support to pupils where there is a clearly identified need under the direction of the teacher;
- Provide opportunities for pupils to practise new skills as part of a planned programme;
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed;
- Undertake pupil record keeping as requested;
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;
- Gather/report information from/to parents/carers as directed;
- Provide clerical/admin. support e.g. photocopying, typing, filing, as required.

##### **Support for Curriculum:**

- Support pupils to understand instructions;
- Support pupils in respect of local and national learning strategies e.g.



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## Person Specification Teaching Assistant

**Please Note.** All criteria are essential. The successful candidate must satisfy all of the criteria. Short listing will be on the basis of the criteria indicated in the 'Application Form' Column.

Method of Assessment			
	Application Form	Interview	Test
<b>Education, Training &amp; Qualifications</b>			
1. GCSE English and Maths or equivalent	<b>X</b>	<b>X</b>	
2. Participate in development and training opportunities	<b>X</b>	<b>X</b>	
<b>Knowledge &amp; Experience</b>			
3. Knowledge of relevant education policies, procedures	<b>X</b>	<b>X</b>	
4. Knowledge of how children develop and learn	<b>X</b>		
5. Understanding basic learning strategies for development	<b>X</b>	<b>X</b>	
6. Working with or caring for children of relevant age	<b>X</b>		
<b>Skills &amp; Abilities</b>			
8. Use basic technology – computer, video, photocopier	<b>X</b>		
9. Verbal and written communication skills to communicate effectively		<b>X</b>	<b>X</b>
10. Numeracy skills appropriate to the learning level of the pupils	<b>X</b>		<b>X</b>
11. Ability to relate to and work well with children and adults		<b>X</b>	
12. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position	<b>X</b>	<b>X</b>	
13. Dealing with difficult situations and problem solving		<b>X</b>	
14. Ability to maintain a professional and flexible approach		<b>X</b>	
15. Ability to maintain records	<b>X</b>	<b>X</b>	
16. Know when to seek advice	<b>X</b>		