

Job Description: Teaching Assistant

Reporting to: Head of teaching

Hua Hsia Chinese School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

MAIN PURPOSE OF THE JOB

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support teaching programmes,
- 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.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- 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 relationships with parents/carers
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

- 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, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference 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

Person Specification

Experience

Working with or caring for children of relevant age E

Qualifications

- Good numeracy/literacy skills E
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience E
- First aid training as appropriate D

Knowledge & Skills

- Effective use of ICT to support learning D
- Use of other equipment technology – video, photocopier D
- Understanding of relevant polices/codes of practice and awareness of relevant legislation E
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies E
- Basic understanding of child development and learning E
- Ability to self-evaluate learning needs and actively seek learning opportunities E
- Ability to relate well to children and adults E
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these E

Equal Opportunities

- Commitment to the implementation of the school's equal opportunities policy E

Continuing Professional Development

- Willingness to undertake additional training as appropriate E
- Ability to reflect on your own professional practice E