The Girls' Day School Trust

Role	**TEACHING ASSISTANT Level 3 Grade 3**
Job Purpose	**To play a complementary and supporting role to the teacher in encouraging pupils in their learning and the acquisition of skills**
Accountable to:	1. Head of Prep School in their role as teaching support 2. Class Teacher in their role as pupil support
Accountabilities	**1. Teaching and learning** a) Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher. b) Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher. c) Prepare appropriate resources for lessons as directed by the teacher. d) Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils e) Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement. f) Contribute to discussions with the teacher on the development of work and support programmes for pupils, in order to further support learning or behaviour. g) Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing. **2. Pastoral care** a) Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally. b) Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher. c) Under the direction of the teacher, promote and model positive behaviour in all teaching areas.

	d) Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims. e) Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development. f) Assist with the supervision of pupils in the playground and at lunchtimes to further support pupils in their learning. g) Administer first aid if qualified to do so. **3. Management of Resources** a) Ensure that classroom resources are maintained effectively and available as required. b) Assist in the preparation and creation of attractive and interactive learning displays. c) Prepare work and activities in advance of the lesson (within employed hours), in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes. **4. Communications** a) Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information. b) Be aware of confidential issues linked to home /pupil /teacher /school. c) Work collaboratively with colleagues to meet the needs effectively of all pupils. d) Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care. e) Liaise with parents regarding the effective sharing of information regarding the collection of pupils. **5. Training & development of self and others** a) Where appropriate, to assist in the induction, development and support of other TAs in their role. b) Participate in training activities and sessions offered by the school and other external agencies in order to further

	relevant knowledge and skills.
General requirements	All school staff are expected to: a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process, and training and development opportunities available. h. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Example Person Specification

Skills Required

Ability to demonstrate active listening skills	ESSENTIAL
Ability to use language and other communication skills to which children can relate	ESSENTIAL
Ability to empathise with the needs of children	ESSENTIAL
Ability to work effectively with other colleagues	ESSENTIAL
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	ESSENTIAL
Ability to undertake observations of individual children and complete records under the direction of the teacher	DESIRABLE

Knowledge Base

A good standard of education, particularly in English and Mathematics	ESSENTIAL
Knowledge of appropriate First Aid procedures	DESIRABLE
Knowledge of National Curriculum requirements for the age of the pupils	DESIRABLE
Knowledge of the use of basic technology ie photo-copier, computer,	DESIRABLE

DVD and digital camera	
Knowledge of Child Protection issues	DESIRABLE

Qualifications/Attainment

	Level	
Evidence of attainment in a recognised TA qualification ie NVQ, NNEB, City & Guilds, BTEC etc or through relevant experience	NVQ Level 3	ESSENTIAL
Evidence of attainment or training in Child Protection issues/procedures		DESIRABLE
Willingness to participate in further training and developmental opportunities offered		ESSENTIAL

Experience

Relevant experience in an educational establishment/setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Experience of preparing basic craft materials for children	DESIRABLE

Attitude/approach

Willingness to be professionally discreet and to maintain confidentiality on all school matters	ESSENTIAL
Willingness to adopt a flexible approach to all directed tasks	ESSENTIAL
Willingness to work as part of a team	ESSENTIAL