

Role Profile: Teaching Assistant Grade B	
Job Purpose	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils. The work may be carried out in the classroom or outside the main teaching area.
Decision Making	The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to teaching/senior staff. Little close supervision is necessary beyond that provided by working arrangements and methods
Accountabilities	<p>Assist the teacher with the planning of learning activities</p> <p>Undertake pupils record keeping which will include recording pupil responses to learning activities</p> <p>Promote self-esteem and independence</p> <p>Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</p> <p>Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents</p> <p>May be required to demonstrate own tasks to new starters or less experienced members of staff</p> <p>Undertake other duties appropriate to the grade of the post</p>
Demands	<p>Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards. Post holder will periodically be required to assist with the display of pupils' work which may involve physical effort.</p> <p>Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupil during lessons.</p> <p>There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</p>
Working Conditions	<p>Post holder mainly operates within classroom based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils.</p> <p>Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Experience, Knowledge and Qualifications</p>	<p>Experience</p> <ul style="list-style-type: none"> • Some experience of working with children to develop their communication, speech and language skills as well as knowledge of children with SEND • Good understanding of school policies and practices relating to health and safety, behaviour, attendance, equal opportunities and child protection • Working knowledge and good understanding of the EYFS curriculum/National curriculum and related assessments • Good understanding of child development and learning <p>Qualifications</p> <ul style="list-style-type: none"> • Good literacy and numeracy skills Grade C GCSE or equivalent • Experience of supporting children with additional needs • Ability to effectively use IT to support teaching and learning <p>Knowledge/Skills</p> <p>Essential:</p> <ul style="list-style-type: none"> • The ability to communicate effectively both orally and in writing • Good personal organisation • Ability to work independently and as part of a team • Ability to show initiative in a range of situations • Ability to work with tact and diplomacy • Ability to interact positively with pupils, parents and colleagues • Willingness to participate in training and development activities <p>Desirable:</p> <ul style="list-style-type: none"> • First Aid Qualification • Good IT skills • Behaviour Strategies •
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Skills and Technical Competencies</p>	<p>Post holder will be required to use interpretation skills in order to solve straightforward problems</p> <p>Post holder will be advising and guiding the pupil on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.</p> <p>Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Corporate Standards</p>	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>