

New Beacon Teaching Assistant Job Specification

Person Specification

The person appointed will be able to:

1. Work in partnership with the teachers to support pupils' learning and to contribute effectively and with confidence to the class/es in which they are involved.
2. Provide support for individual pupils inside and outside the classroom to enable them to participate fully in all school activities. Offer differentiated tasks when needed.
3. Organize and run small group interventions to either extend more able pupils or help less able pupils. For example the 5 minute box, mental Maths group, handwriting club, TRUGGS.
4. Help the class teacher prepare and present displays - of pupils' work, topics covered, trip photos.
5. Assist on school trips; this may involve flexibility of timings.
6. Help the class teacher with photocopying and other tasks to support teaching.
7. Attend and assist with specialist subjects such as swimming, ICT, Music and Art when necessary.
8. Attend weekly staff meetings and teachers' planning meetings when necessary.
9. Assist teachers to hear readers and provide feedback both orally and written in the Reading Journal.
10. Undertake daily duties including supervision of break times and lunches. Playtimes constitute an important element of children's social development.
11. Assist younger pupils with toileting and personal hygiene when necessary.
12. Participate in and undertake any training deemed relevant by the Head or Head of section and to attend all inset days.
13. Support the aims and the ethos of The New Beacon, both in and out of school.
14. Be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which involved.

15. Demonstrate and promote the positive values, attitudes and behaviour expected of the boys in line with school policy.
16. Monitor pupils' participation and progress, providing feedback to teachers, giving constructive support to pupils as they learn.

Experience/Knowledge

- Knowledge and understanding of the importance of the school's Health and Safety Policy
- Understanding of and commitment to work within the scope of the school's Equal Opportunities Policy

Skills and abilities

- Ability to work as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills
- Well organised and practical
- Adaptable and flexible
- Calm under pressure
- Able to form and maintain appropriate professional relationships and boundaries with boy(s) and parents
- Able to implement a range of teaching and learning strategies as directed by the teacher
- Able to deal with sensitive information in a confidential manner

Additional factors

- Have a caring and positive nature
- Prompt and reliable
- Work in line with the school's Behaviour Policy
- Work in line with the school's Safeguarding Policy
- Willingness to attend and participate in meetings with class teacher to review boy(s) progress
- Ability to monitor and evaluate boy(s) performance according to criteria set by teacher