

Role Profile: Teaching Assistant

Purpose

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom. To support lessons and prepare teaching materials, to teach pupils of different ages and abilities, to manage class behaviour and to motivate and encourage pupils to do their best. To work collaboratively as part of a team and to ensure the good social, emotional and physical development of every child. To ensure the health and safety of our pupils within a happy, calm environment.

Key Accountabilities

- Teaching pupils assigned to you to achieve the curriculum objectives consistent with the aptitude and abilities of the pupils.
- Promoting the general progress/ wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- Assist Form Teachers in the monitoring of student progress which will include observations and assessments.
- Provide support for individual pupils inside the classroom to enable them to fully participate in activities.
- Prepare and present displays of pupil's work.
- Participating in all school meetings and events including all mandatory training.
- To engage fully in CPD.
- Excellent communication skills.
- To supervise break and lunch duties.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Confident using ed tech • High standard of English & Maths including phonics 	<ul style="list-style-type: none"> • 11+ knowledge and expertise • Specialist Subject Interest
Qualifications	<ul style="list-style-type: none"> • CACHE Level 3 or equivalent 	<ul style="list-style-type: none"> • HLTA qualification • Montessori Training
Experience	<ul style="list-style-type: none"> • Primary Teaching EYFS, KS1 & KS2 	<ul style="list-style-type: none"> • Tapestry for assessment • Forest School
Other	<ul style="list-style-type: none"> • Excellent Communication Skills • Ability to work within a team and lead by example 	<ul style="list-style-type: none"> • SEND knowledge

Key Stakeholders:

Internal – Headteacher, Deputy Head, All other staff

External – Parents, education Establishments

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

Signed:

Name (print):

Date: