

Role Profile: Teaching Assistant



BRIGHTON COLLEGE PREP KENSINGTON

Purpose

We are seeking to appoint inspirational, child-centered and dynamic Teaching Assistants, to work under the instruction and guidance of both class teachers and subject specialists. They will support the delivery of quality learning and teaching, helping to raise standards of achievement and provide pastoral care for pupils.

Key Accountabilities

1. Under guidance from teachers, create a caring, supportive, purposeful and stimulating environment, conducive to children's learning.
2. Place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child.
3. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and co-curricular activities and by understanding the specific needs of pupils.
4. Contribute to the life of the school through effective participation in meetings and school events.
5. Foster the development and continuation of good parent relationships.
6. Work closely and collaboratively with line managers, teachers and other teaching assistants.
7. Support the delivery of high-quality teaching and learning to develop academic progress, monitoring learning in order to feed back to the teacher.
8. Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
9. Provide a warm, friendly, supportive atmosphere that is conducive to the social and emotional needs of the children.

- 10. Assist the teacher in the behaviour management and pastoral care of pupils in line with school policy.
- 11. Undertake classroom administration tasks as directed by the teacher.
- 12. Contribute to the after school extra-curricular programme.
- 13. Follow all codes of practice in relation to school discipline, health and safety regulations and the reporting of accidents.

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	<p>Ability to assist children on an individual basis, in small groups and during whole class work.</p> <p>Clearly explain tasks and foster children’s independence.</p> <p>Successfully supervise children, modelling defined behaviour management policies.</p> <p>Ability to work with guidance, but under limited supervision.</p> <p>Liaise and communicate effectively with others.</p> <p>Demonstrate good organisational skills.</p> <p>The ability to work independently and collaboratively as a member of a team.</p> <p>Creativity in problem solving together with a willingness to take on or try new approaches and ideas.</p>	<p>Can suggest alternative ways of helping children who are unable to understand.</p> <p>Can describe, simply, the process of behaviour management with children.</p> <p>Knowledge of National Curriculum EYFS, Key Stages 1 and 2.</p>

Qualifications	Good basic education to GCSE level in literacy and numeracy, or the equivalent.	A relevant qualification in Childcare and/or Education, and a First Aid qualification.
Experience	<p>Experience of working with young children.</p> <p>Knowledge of the needs of young children.</p> <p>An understanding of child development and the ways in which children learn.</p> <p>Knowledge of positive behaviour management strategies.</p> <p>Knowledge of safeguarding children.</p>	<p>Experience of working with young children in play schemes, crèches, after- school clubs or similar.</p> <p>Experience of working in the Independent sector.</p> <p>Knowledge of how to monitor, record and make basic assessments about individual progress.</p>
Other	<p>Love of working with young children and will recognise early childhood as a vitally important time for a child's development.</p> <p>A positive attitude towards professional development and their own learning.</p> <p>Reliability and integrity, good personal organisation and a good attendance record.</p>	

Key Stakeholders:

Internal – Headteacher, Staff, Students

External – Parents, Cognita

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.

To be signed and dated by employee:

Signed:

Name (print):

Date: