



Role Profile: Teaching Assistant

Purpose

Key Purpose of the Job

The Teaching Assistant will be responsible to the Head of Early Years for delivering high standards of care and education for children in the Early Years setting, in accordance with statutory requirements. You will implement the daily routines and contribute to the monitoring and evaluation of pupils and support the smooth running of the school. Your primary role will be to support pupils to fully access the curriculum.

Key Accountabilities

TEACHING AND LEARNING

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, the Head of Early Years and the Class Teacher.
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist Class Teachers with maintaining student records.
- Support students with emotional or behavioural problems and help develop their social skills.

ADMINISTRATIVE DUTIES

- Prepare and present displays of students' work.
- Support Class Teachers in photocopying and other tasks to support teaching.
- Undertake other duties from time to time as the Headteacher requires.

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality, and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Headteacher or line manager.
- Be proactive in matters relating to health and safety.

OTHER DUTIES AND RESPONSIBILITIES

- Undertake a shared responsibility for Health & Safety and cleanliness throughout the nursery.
- Adhere to all health and safety policy and procedures.
- Undertake other duties from time to time as the Headteacher requires.

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
Qualifications	Maths and English qualification	Evidence of further professional development
Skills	<p>Ability to work as part of a team</p> <p>Ability to communicate effectively, work flexibly and show initiative</p> <p>Ability to encourage children to develop self-discipline, self-esteem, confidence and independence</p> <p>To be a reflective practitioner</p> <p>To maintain high standards of care and consistent environments for children</p> <p>To ensure all policies, procedures and curriculums are always adhered to</p> <p>To be motivated and able to motivate children and staff</p> <p>The ability to form caring and trusting relationships with both children and families</p>	
Experience	Demonstrate an awareness of the physical, social and intellectual development of pupils, and know how to adapt teaching to support pupils' education at different stages of development	Previous school experience

Key Stakeholders:

Internal – Headteacher, Head of Early Years, Senior Managers and staff

External – Pupils, Parents

Signed: **Name (print):**

Date: