

**Role Profile: Teaching Assistant**

**Purpose**

To assist the class teacher in providing a secure and stimulating environment in which the children in your care will develop socially, academically and physically and to work as part of a team.

**Key Accountabilities**

* To work under the supervision of the class teacher to provide a variety of learning situations to enable each child to develop their skills.
* General classroom administration to include checking book bags, and liaison books.
* Prepare materials for activities and clear them away afterwards. Help with mounting/displays as required around the school.
* Assistance in the classroom, to include working with small groups or maintaining class work to allow the teacher to concentrate on helping a group. File completed work, stick work in books and sort homework into folders.
* To run a range of interventions to support individual pupils and small groups
* Assist with pupil behaviour within the class and elsewhere in the building or outside in line with the school’s vision, values & positive behaviour policy, particularly when on duty. To liaise with staff regarding any children persistently failing to behave appropriately and complete pastoral and behavioural log when appropriate.
* Liaise effectively with parents, dealing with feedback to and from parents in a professional, discreet manner and participating in feedback as appropriate within school situations always with reference to the class teacher.
* To work as part of a team, within the school and with agencies associated with the school, as required.
* To be sensitive to the needs of children and to support pupils’ health, safety, emotional and social development. To observe pupils to ensure no dangerous situations arise. To respond to any immediate accidents or emergencies. To provide comfort and assistance to children and to establish a rapport with individuals and groups.
* To be aware of the health and safety of all children in your care, both indoors and outdoors.
* To supervise children at breaktimes and lunchtimes as required.
* To develop activities to promote social interactions between pupils during break times
* To work in our holiday club and wraparound provision.
* To be willing to undertake appropriate training to keep abreast of current childcare developments as well as Safeguarding and Child Protection training.
* To keep up to date with national and local developments in SMSC, Citizenship and British Values and EdTech.
* To support in the smooth and safe operation of the school and nursery by completing additional tasks as and when required across the whole site

This role profile outlines the main responsibilities related to the post and is not intended to be totally comprehensive. Therefore, it will be subject to periodic review with the post holder.

**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**

**Skills/Aptitudes**

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| --- | --- |
| The ability to build good working relationships with both pupils and adults | Essential |
| Good organisational skills | Essential |
| Flexibility and creativity | Essential |
| Good literacy and numeracy skills | Essential |
| Patience and a sense of humour | Essential |
| Ability to manage groups of pupils | Essential |
| Warmth, sensitivity and understanding of pastoral care needs | Essential |

**Qualifications/Attainment/Experience**

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| --- | --- |
| Qualified to a minimum of Level 2 | Essential |
| Experience of working in an educational environment | Essential |
| Competent user of ICT to support classroom work | Essential |
| GCSE or Equivalent in English and Mathematics | Essential |
| Other relevant qualifications/training e.g. First Aid | Desirable |

**Attitude/approach**

|  |  |
| --- | --- |
| Need to be energetic, flexible, and empathetic; most of all, a strong conviction that every child can acquire strategies to ensure that they fulfil their true potential. | Essential |
| A sensitivity to the needs of young people | Essential |
| Personal integrity, honesty, energy, stamina, enthusiasm | Essential |
| Commitment to personal development and life-long learning | Essential |
| Open minded, self-evaluative and adaptable to changing circumstances and new ideas | Essential |
| Willingness to be involved in the wider life of the school. | Essential |
| Ability to prioritise. | Essential |
| Good interpersonal/communication skills | Essential |
| When all of the above fail, to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence | Essential |

**Special Requirements**

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| --- | --- |
| Willingness to obtain an Enhanced DBS check. | Essential |
| Willingness to obtain any relevant overseas criminal record checks | Essential |
| A willingness to comply with all Cognita and King’s policies and procedures | Essential |

**Key Stakeholders:**

**Internal –** All School non/Teaching employees, Pupils

**External –** Education Establishments, Educational Specialists, Parents

Signed: ………………………………....………….… Date: …..…………………..………………………

Name (Print): ………………………………………………..

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.