

## Role Profile: Teaching Assistant

### Purpose

To provide support for pupils through curriculum learning, pastoral care as well as general support to the whole school and designated teachers.

To actively support the policies and aims of the school whilst effectively supporting and encouraging pupils to develop both inside and outside the classroom.

### Key Accountabilities

#### Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the class teachers, SENDCO and Head of Senior School
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
- Provide support for individuals or small groups inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech and occupational therapists, as necessary
- Assist class teachers with maintaining pupil records
- Assist teachers with reading and update records
- Teach small groups of children in the subjects of ICT and PSHE and any other subject as required

#### Administrative Duties

- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Head of Senior School requires

#### Staff Responsibilities

- To participate in the school's staff development programme
- To continue personal development in relevant areas especially subject knowledge and teaching methods
- To engage actively with the school's performance management programme
- Where appropriate, ensure the effective deployment of classroom support
- To work as a member of a team, positively contributing to effective working relations within the school
- To communicate, where necessary with parents and external bodies, following school policies
- To attend Open Days and Evenings, Parent's Evenings and Prize Giving
- To attend Senior assemblies
- To attend staff briefings
- To undertake duties as stated in the "Staff Duty Rota" and "Supervision Rota".

## 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
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A good standard of education including GCSE or equivalent in Maths and English</li> <li>• Excellent interpersonal skills including the ability to develop effective relationships with children, staff and parents</li> <li>• Excellent communication skills</li> <li>• Ability to work well with others and use own initiative</li> <li>• Effective display skills for classroom/corridor displays</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 Supporting Learning in Schools (as a minimum)</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in an educational setting</li> <li>• Experience of working with young children</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• A willingness to play a full part in a busy independent school</li> <li>• Flexibility and to work as part of a team</li> <li>• Well organised, creative and innovative</li> <li>• A role model</li> </ul>	

## Key Stakeholders:

**Internal** - Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

**External** – Parents, and other external agencies as required

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.

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To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....