



# JOB PROFILE

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<b>Post Title:</b>	Teaching Assistant
<b>Directorate:</b>	Education, Skills and Employment
<b>Responsible to:</b>	Class Teacher
<b>Responsible for:</b>	None
<b>Grade:</b>	TA1 – TA2

## Job Purpose

To improve the lives of all within our community and help the island thrive by providing assistance to the class teacher through supporting teaching and learning in the school/classroom environment.

## Main Duties and Responsibilities

1. Under the direction of the class teacher, be responsible for:
  - Planning, preparing and evaluating programmes of work to cater for the learning needs of groups of pupils/students and/or individuals
  - Work with groups or individual pupils/students to support the teaching process including teaching SEN programmes of study
  - Responsible for marking of pupil's/student's/group's work
  - Actively involved with the preparation of individual pupil/student/group work plans
  - Become fully involved with the monitoring and evaluation of the individual pupil's/student's/ group's work.
  - Ensure effective recording of work is carried out and comment appropriately on pupils/students performance.
  - Produce and assist with the making of resources necessary for pupil/student(s) learning and preparation of the learning environment
  - Responsible for evaluating the effectiveness of teaching and learning resources used for pupils/ students learning.
  - Support the holistic development of all pupils/students
  - Support the maintenance of the health, wellbeing, safety and security of all pupils/students Contribute to pupil review meetings with parents.
2. Be trained in a specific area of special educational needs according to the needs of the child.
3. Support the school in promoting the discipline and welfare of all pupils/students.
4. Support the school in implementing all school policies, practices and procedures and work within these requirements.
5. Assist with the inventory requirements.
6. Maintain a professional manner both within the school and the wider community.



# JOB PROFILE

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7. Carry out playground supervision and extra-curricular activities.
8. Responsible for teaching classes of pupils/students when there is an emergency staff shortage within the school.
9. Be committed to undertaking further professional development through actively participating in all CPD opportunities.
10. Maintain the attached National Occupational Standards for Teaching/Classroom Assistants as specified in the St. Helena Education Department's Scheme of Service and Competency Framework for Teachers and Educators.

## Special Conditions

- Ability to work with pupil/student with severe/multiple learning or physical difficulties which may include accompanying them to and from school and the physiotherapist and attend to physical needs such as feeding and changing nappies.
- Require to work out of normal working hours to ensure demands are met.
- Dealing with pupils/students with challenging behaviour.
- Must produce a clean Vetting Certificate

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> Required Professional Competency standards met	(ii)
<b>Planning &amp; Delivery of Work:</b> Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	(ii)
<b>Analysis and use of Information:</b> Gathers, summarises and interprets data with attention to detail. Follows guidelines for identifying problems and capable of resolving day-to-day problems.	(ii)
<b>Decision Making:</b> Ability to act on own initiative and apply sound logic to simple decision making and problem solving.	(i)
<b>Working with Others:</b> Builds good working relationships and engages effectively with others to develop	(ii)



## JOB PROFILE

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appropriate solutions/improvements.	
<b>Communication:</b> Good oral and written communication and ability to record factual information accurately	(ii)
<b>Influencing and Persuading:</b> N/A	(i)
<b>Dealing with Change:</b> Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	(ii)
<b>Continuous Improvement:</b> Willing to learn and develop in job role.	(i)
<b>Managing Resources:</b> N/A	(i)



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE Maths & English Grade C or above	E	✓	
<b>Knowledge &amp; Experience:</b>			
Relevant experience in a teaching environment	D	✓	
<b>Skills and Abilities:</b>			
Effective oral and written communication skills with a good command of the English Language	E		✓
Good interpersonal skills	E		✓
Good listening skills and a polite manner	E		✓
Ability to show patience and understanding	E		✓
Good organisational skills	E		✓
Able to work calmly with under pressure	E		✓
Basic IT Skills	E	✓	
<b>Other:</b>			
Maintain confidentiality and data protection	E		✓
Able to be flexible and adaptable when undertaking duties outside of the post holder's normal role	E		✓
Maintain National Standards for Teacher Assistants as specified in the Education, Skills and Employment Portfolio Scheme of Service and Competency Framework for Teachers and Educators	E		✓
Committed to undertaking further professional development through actively participating in all CPD opportunities	E		✓
Must have a clean Vetting Certificate	E	✓	
Willingness to work flexibly – some evening work may be required.	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓



# PERSON SPECIFICATION

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## Our Values

### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

### TEAMWORK

We work together and we support each other.

## Professional or Career Progression Cadre Competency Framework

### 1) Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

### 2) Knowledge and understanding

Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.



## PERSON SPECIFICATION

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- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

### 3) Teaching and learning

Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

### 4) Working with others

Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.



## ***PERSON SPECIFICATION***

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- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.