

THE  
**NEW GUILD**  
TRUST

**JOB DESCRIPTION**

**DEPARTMENT:** EDUCATION & LIFELONG LEARNING

**DESIGNATION:** TEACHING ASSISTANT

**POST RESPONSIBLE TO:** HEADTEACHER/ SENIOR TEACHER

**POST GRADE**

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**PURPOSE OF THE POST**

**DUTIES**

**Under the direction of the Headteacher**

- To contribute to the planning and preparation of lessons
- To plan how to contribute to lessons and provide feedback to pupils and colleagues on pupil's learning and behaviour within a framework set by a teacher
- To contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
- To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities
- To monitor pupils' responses to learning tasks and modify the approach accordingly
- To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
- To contribute to maintaining and analysing records of pupils' progress
- To interest and motivate pupils and advance pupils' learning using clearly structured teaching and learning techniques.
- To communicate effectively and sensitively with pupils to support their learning.
- To use behaviour management strategies, in line with the school's policy and procedures which contribute to a purposeful learning environment.

- To advance pupils' learning in a range of classroom settings including working with individuals and small groups when the assigned teacher is not present
- To advance pupils' learning in a whole classes when the assigned teacher is present
- To organise and manage safely the learning activities, the physical teaching space and resources for which they are given the responsibility.
- To promote and support the inclusion of all pupils, for example those with special educational needs, pupils from minority ethnic groups and those with disabilities, in the learning activities in which they are involved
- To recognise and respond to equal opportunities issues as they arise, including by challenging bullying or harassment, following relevant policies and procedures.

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Person Specification

**DEPARTMENT:**                    **Education and Lifelong Learning**

**APPOINTMENT OF:**        **Teaching Assistant**

<b>Knowledge and understanding requirements :</b>
Understanding of a specialist area to support pupils learning and ability to acquire further knowledge to contribute effectively and with confidence with classes of pupils
Familiarity with school curriculum, the age related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges involved.
Understanding of the aims, content, teaching strategies and intended outcomes of lessons and understand the place of these in the related teaching programme.
Knowledge of how ICT can be used to advance pupils' learning and can use common ICT tools.
Knowledge of the factors that can affect the way pupils learn
Achieved a qualification in English/Literacy and Mathematics/Numeracy equivalent to at least level 2 of the national qualifications framework.
Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour.
Aware of the statutory frameworks relevant to the role
Knowledge of the legal definition of Special Educational Needs (SEN) and are familiarity with the guidance about meeting SEN given the SEN Code of Practice