



## **JOB DESCRIPTION**

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| <b>Post Title:</b> | Teaching Assistant / Key Worker |
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**The Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.**

### **PURPOSE OF THE JOB**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **RESPONSIBILITY**

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The TA is responsible to the Phase Leader.

### **LIAISON AND CO-OPERATION**

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The TA will work in liaison, contact and co-operation with:

- class Teachers
- other members of staff, including those from Frank Barnes School for Deaf Children;
- professionals from support and advisory services;
- organisations and networks in King's Cross, Camden and the wider community relevant to the teacher's specialism or subject;
- parents, governors and the local community.

### **POLICY AND LEGAL FRAMEWORK**

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The TA will work within the framework of:

- Academy policies and guidelines on the curriculum and school organisation; and to race and gender equality

## **TASKS AND DUTIES**

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- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Assist with mid-day supervision in the lunch hall and playground.
- Be a role model to all pupils.

### **Teaching Assistants in this role may also undertake some or all of the following:**

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.



## PERSON SPECIFICATION

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|--------------------|---------------------------------|
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You must demonstrate on your application form and during the selection process that you meet the following essential criteria:-

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| <b>EDUCATION<br/>AND<br/>EXPERIENCE</b> | <p><b>Qualifications</b></p> <p>Working at or towards national occupational standards (NOS) in Supporting Teaching and Learning (core and relevant optional units as required) reflected in the level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework or equivalent experience.</p> <p><b>Experience</b></p> <p>Experience of working with primary aged children.</p> <p><b>Personal Qualities</b></p> <p>Evidence of the personal and intellectual qualities required to set an example to others.</p> <p>Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.</p> <p><b>Commitment to Excellence</b></p> <p>Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.</p> |
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**SKILLS,  
KNOWLEDGE  
& ABILITIES**

The ability to help organise successfully the curriculum for a small group of pupils of mixed abilities, aptitudes and educational needs through assisting the teacher in the planning, preparation, monitoring and assessment.

Evidence of good organisational skills in assisting to create and maintain a stimulating and attractive learning environment.

Commitment and willingness to meet the needs of the ethos and flexible working arrangements of the Academy.

***Needs of Young Children***

Evidence of knowledge and understanding of the range of needs of young children and the implications for their learning.

***Interpersonal Skills***

Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of Frank Barnes School for Deaf Children, the Local Authority and relevant agencies as required.

***Communication***

Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.

***Health and Safety***

An understanding of the responsibility of an employee of the Academy with regard to the health and safety of pupils in their care.

***Equal Opportunities***

Evidence of commitment to Equal Opportunities both in service delivery and employment, and an understanding of its effective operation within a school.

An ability to ensure that each child's identify is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.