

## Teaching Assistant / Keyworker

<b>Department</b>	Children, Young People, Education and Skills
<b>Section</b>	Education
<b>Reports to</b>	Classroom Teacher / Key Stage Manager, Primary and Secondary Schools
<b>JE Ref:</b>	CYP1013
<b>Grade:</b>	TAF04/CS04

### Job purpose

To work under the direct instruction of Teaching Staff, usually in the classroom, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

To encourage children to treat each other with respect and to follow the schools behaviour policy at all times.

### Job specific outcomes

To assist the teachers in the implementation of the curriculum through the delivery of teacher directed programmes for groups of children or individuals.

Contribute to the planning and preparation for curriculum lessons and other learning programmes / strategies, ensuring that teaching resources are adequate for both teachers and children's needs.

Support appropriate learning programmes, recording achievements and progress and providing appropriate feedback.

Accompany teaching staff on visits, trips and out of school activities where appropriate.

Assist with the supervision of students out of lesson times, including before and after school.

Attend to the students' personal needs and implement related personal programmes including social, health, physical, hygiene and welfare matters. Care for sick, distressed and injured children, carrying out the necessary first aid and take appropriate follow up action as necessary and within school policy.

Provide clerical / administrative support eg photo copying, filing, typing, collecting money etc.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Share information about pupils with other staff, parents, carers, internal and external agencies, as appropriate.

Participate in training and other learning activities and performance development as required.

## Person Specification

### Specific to the role

ATTRIBUTES		ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>			NVQ level 2 or equivalent in childcare, or experience and commitment to work towards. Appropriate First Aid qualification.
<b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Child Protection training. Experience of working with children. Experience of supervising pupils. Awareness of confidentiality and data protection principles. Knowledge of child development and learning.		
<b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>			
<b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i>	Basic knowledge of health and safety.  The ability to plan effective actions for students who require support to progress their learning.		
<b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	Experience of working with or caring for children of relevant age. 2 years experience of working with students.		