COGNITA

Role Profile: Teaching Assistant

Purpose

To assist in promoting the education and welfare of pupils, having regard to the aims and objectives of Downsend School and its policies. To work under the direct instruction of teaching/senior staff, usually in the classroom or any other area of the school as required, to support access to learning for all pupils and to provide general support to the teacher in the management of pupils in the classroom.

Key Accountabilities

Relationships

The post holder is responsible to the Form Teacher and to the Head of Lower School and works closely with other Teachers and Teaching Assistants as required. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents and support staff, including peripatetic staff and outside agencies.

Standards and Quality Assurance
- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- To participate in staff meetings relating to the curriculum and organisation of the school and the pastoral care of the pupils;
- To attend events, including Saturday Open Mornings, Prizegiving, concerts/performances, Parents' Evenings and information evenings;
- To attend INSET days and participate in training and other learning activities and performance development as required;
- To participate in arrangements made for appraisal;

Support for Pupils
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare;
- Maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the School premises;
- Establish and maintain good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;
- Supervise and support pupils ensuring their safety and access to learning, including those with special educational needs;
- Assist with the implementation of IEP's and Behaviour Plans as directed by the Teacher;
- Encourage pupils to interact and work co-operatively with others and engage in activities led by the Teacher;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to develop self-discipline, self-esteem, confidence and independence;
- Give regular feedback on children's progress to the Teacher;
- Assist with the supervision of pupils out of lesson time, including lunch sessions and other break duties as timetabled.

Support for the Teacher

- Assist the Teacher with planning, preparation and delivery of lessons;
- Prepare the classroom as directed for lessons, clearing afterwards and assist with the display of pupils' work;
- Be aware of pupil problems/progress/achievements and report to the Teacher as agreed;
- Undertake pupil record keeping as requested;
- Support the Teacher in managing pupil behaviour in line with school policy;
- Administer routine progress tests as required by the Teacher;
- Provide administrative support e.g. photocopying, filing and preparing displays of work.

Support for the Curriculum

- Support pupils to understand instructions and learning strategies as directed by the Teacher;
- Support pupils in using ICT in learning activities as directed;
- Prepare, maintain and use equipment/resources as directed by the Teacher and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner;
- Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop;
- Appreciate and support the role of other professionals;
- Accompany teaching staff and pupils on visits, trip and out of school activities as required.
- To undertake additional duties as required.

Health & Safety

The post holder shares responsibility for the safety of all pupils and must ensure that:

- Resources are maintained in a safe condition for pupils and staff;
- Duties are carried out in accordance with School policy and departmental codes of safe working practice;
- All accidents are reported to the School Nurse and the Head of Lower School and recorded using School's Accident Report Form procedure;
- The Head of Lower School, the Headmaster and the Business Manager are kept informed of any concerns regarding Health & Safety and safe working practices.

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

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita SCC
External – Prospective families, feeder and senior schools, local community

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Person Specification

	Essential	Desirable
Qualifications	• NVQ3 or similar qualification	
Skills	• An outstanding and qualified teaching assistant with a passion for education; • An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education; • Calmness and efficiency and the ability to work under great pressure at certain times; • Excellent communication skills (oral, written and use of ICT); • Good organisational and administrative skills;	• A keen and self-motivated practitioner, who wishes to be a committed team member in a successful school; • An understanding of the nature of independent education and of the high expectations therein; • A good sense of humour is essential; • A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'.
Experience		• Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy;
Other	• A cheerful and well-presented person; • Eager to learn and attend INSET as necessary;	

Signed: …………………………………………… Name (print): ………………………………………..

Date: ………………………………………………..