



The Federation of **Stoke Hill Schools**

JOB DESCRIPTION

Position Title	TEACHING ASSISTANT
Location	STOKE HILL FEDERATION
Reporting to	HEAD OF SCHOOL
Grade	C

Job Purpose including main duties and responsibilities:

This post requires that you will make the education of Stoke Hill children your first concern and you will be accountable for achieving the highest possible standards in work and conduct.

You will be expected to act with honesty and integrity; have strong subject knowledge and will be expected to keep your knowledge and skills up-to-date.

You will need to be a self-reflective individual who is able to forge positive relations and work inclusively with parents in the best interests of their children.

You will need to be able to:

1. Set high expectations which inspire, motivate and challenge children
2. Promote good progress and outcomes
3. Adapt teaching to respond to the strengths and needs of all children
4. Attend to the welfare and personal needs of children including children with Special Educational Needs and Disabilities
5. Deliver pre-determined learning/care support programmes
6. Implement literacy and numeracy programmes
7. Assist with the planning/assessment cycle
8. Undertake general clerical/administrative support for the teacher
9. Manage behaviour effectively to ensure a good and safe learning environment
10. Uphold public trust and maintain high standards of ethics and behaviour, within and outside school
11. Have proper professional regard for the ethos, policies and practice of the school and Federation
12. Demonstrate high standards of punctuality and attendance

Person Specification (Teaching Assistant)

We are looking for someone who is:

Attribute	Criteria	Essential	Desirable	Assess
Personal Qualities	A co-learner with a warm personality	✓		
	Is calm and empathetic	✓		
	Can speak an additional language		✓	
Teamwork and Communication	Has high level of communication skills	✓		
	Understands teamwork and flexibility	✓		
	Can attune to emotional needs	✓		
Technology	Possesses a good level of competence with e-mail and mixed media (picture/media files)		✓	
Skills	Has positive behaviour management skills	✓		
	Can provide intimate care	✓		
	Has experience of supporting a child with additional needs		✓	
	A love of the outdoors	✓		
Education and Training	Level 2 qualifications in English and Mathematics or equivalent NVQ2	✓		
	EYFS experience with a willingness to learn about working with children who have communication and interaction needs	✓		
	First Aid qualification		✓	
	Moving and Handling Training		✓	
Safeguarding	A commitment to safe practice and relevant training	✓		
	Enhanced DBS Disclosure		✓	
Equal Opportunities	A commitment to inclusion	✓		
	Aware and committed to anti discriminatory practice	✓		